

Credit Cards and Cash Procedures

Debit cards have been issued to designated staff (i.e., City Manager, Deputy City Manager, Police Chief, Public Works Director, Housing Services Director) up to an amount of \$5,000.00.

One credit card has been issued for general City use in the amount of \$5,000 (Administration). Credit cards have been issued to the City Manager, Deputy City Manager, City Treasurer and all department managers in the amount \$3,000.00. The City Clerk has also been issued a credit card in the amount of \$8,000.00.

At this time our petty cash has an amount of \$775.00. The Library and Police Department also have their own petty cash fund (\$100.00-Library; \$150.00-Police Department).