

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: February 19, 2015**

**SUBJECT:** Discussion of Purchasing Card Program Policy No. 4-11

**SUBMITTING DEPARTMENT:** Management Services

**PREPARED BY:** Katie Pehl, Finance Manager

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

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**ATTACHMENTS:** a) Purchasing Card Program Policy No. 4-11, b) Purchasing Card Procedures, c) Purchasing Card Program Cardholder Manual, d) Cardholder Acceptance Agreement, e) Statement of Missing Documentation, and f) Abuse Notification Form.

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**SUMMARY/BACKGROUND:** The Purchasing Card Program Policy is a new policy being presented in order to establish specific guidelines and responsibilities relating to the use of Town purchasing cards. The purchasing card is used similarly to a credit card, with each user having a specific card limit and transaction restrictions and limits to ensure the Town Purchasing Policy is followed.

The primary goals behind this program are to reduce the need for Field Purchase Orders, consolidate the multiple store specific credit cards, and to make online purchases, travel expenses, and other small purchases more of a streamlined process from acquisition to payment.

If directed to proceed by Council, staff will present this policy for approval on Consent at the February 26, 2015 regular Council meeting.

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**OPTIONS ANALYSIS:** None; for discussion only.

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**ACTION OPTION:** None, for discussion only.

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**RECOMMENDATION:** None: for discussion only.

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**FISCAL ANALYSIS:** It is believed that this updated policy will result in better administration of the Town's Purchasing ability, reducing the time spent processing Field Purchase Orders and Direct Pay Authorizations.

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved  Denied  Tabled/Deferred  Assigned to \_\_\_\_\_