


Exhibit #1: Amended version of the Council Policy 2-3, Procurement Card Program.

 <p style="text-align: center;">CITY COUNCIL POLICY</p>	CP 2-3
	Category: General
	Department: Finance
TITLE: Procurement Card Program	Approved:

A. Purpose

The Procurement Card Program is intended to provide the City of Peoria elected officials and employees with greater flexibility in accomplishing their daily assignments and work efforts while simplifying the procurement and payment process. This will reduce total acquisition costs while maintaining best practices for audit, review, and reconciliation. Procurement cards are approved for the purchase of commodities, services, and travel expenses.

B. Fundamental Principles of Procurement Card Program

The use of all Procurement Cards issued to City elected officials and employees is subject to the following fundamental principles, which are explained in more detail in specific procedures developed by the Finance Department.

1. An elected official or authorized employee may use procurement cards to make small dollar purchases for commodities, services, and travel expenses.
2. Each card will be appropriate for the specific job responsibilities and needs of the person.
3. Limitations on the cards are approved by each Department Director with final review and approval by the Finance Department.
4. Purchases shall follow all procurement code rules and regulations in addition to any required guidelines, procedures, and training as required and adopted by the Finance Department.
5. All card holders are trained in the proper use of the card and their specific responsibilities for the card before the card is issued. As part of the training, all card holders will receive a copy of the Procurement Card Guidelines and Procedures.

6. The guidelines and training manual are available for review on the City intranet.
7. Monthly reporting and compliance auditing will be performed for procurement card purchases in accordance with the prescribed rules, guidelines, and procedures as prescribed by the Finance Department.
8. A card holder's failure to follow this Policy and the adopted procedures may lead to a suspended or revoked procurement card or other formal action.

C. Specific Procurement Card Program Procedures

The fundamental principles identified above are explained in more detail in specific Procurement Card rules, guidelines, procedures, rights, roles, and responsibilities that are contained in the following documents produced, and amended from time to time, by the Finance Department:

1. Procurement Card Guidelines and Procedures
2. Procurement Card Training Manual
3. Procurement Card Reconciliation

APPROVED:

/S/
Cathy Carlat, Mayor

APPROVED AS TO FORM:

/S/
Stephen J. Burg, City Attorney

Approved: 10/17/95, CC #95-326 [Prior Numbering: PPR Section 10-6]
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