



City of West Allis

Legislation Details (With Text)

File #: R-2010-0185 **Version:** 2

Type: Resolution **Status:** Adopted

File created: 9/7/2010 **In control:** Administration and Finance Committee (INACTIVE)

On agenda: 9/7/2010 **Final action:** 9/7/2010

Title: Resolution relative to approving and adding the Procurement Card (P-Card) Procedure to the City's Purchasing Procedure 2.68.

Sponsors: Administration and Finance Committee (INACTIVE)

Indexes:

Code sections:

Attachments: 1. 1013 P-Card Procedure.pdf, 2. 1013 Appendix A P-Card Log.pdf, 3. 1013 Appendix B Enrollment Form.pdf, 4. R-2010-0185 Packet Doc

Date	Ver.	Action By	Action	Result
9/7/2010	1	Common Council		
9/7/2010	2	Administration and Finance Committee (INACTIVE)		Pass
9/7/2010	2	Common Council	Adopted As Amended	Pass

Resolution relative to approving and adding the Procurement Card (P-Card) Procedure to the City's Purchasing Procedure 2.68.

WHEREAS, the P-Card program has been approved and utilized in the Purchasing and Inventory Divisions of the City of West Allis for over a year; and,

WHEREAS, the expansion of the P-Card program will need to have consistent documentation, guidelines and approvals; and,

WHEREAS, the Purchasing and Finance Divisions have reviewed and agreed on the attached P-Card Procedure; and,

WHEREAS, the Common Council deems it to be in the best interest of the City of West Allis to have the P-Card administrated per the attached Procedure.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of West Allis that the P-Card Procedure be approved and added to Purchasing Procedure 2.68.

BE IT FURTHER RESOLVED, that the Purchasing/Central Services Division be and is hereby authorized to be in charge of controlling and enforcing the P-Card Procedure.

BE IT FURTHER RESOLVED that the City Administrative Officer, Clerk/Treasurer is authorized and directed to include this policy in the City's Policies & Procedures Manual and distribute said policy to all boards and commissions.

PCSD1013(2)