



# City of West Allis

## Legislation Text

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

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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)