



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Richard Doyle
City Attorney

SUBJECT: Council Policy – City-Issued
Credit Cards

DATE: 6/25/2004

RECOMMENDATION

Adopt a Resolution approving a City Council Policy on the use of City-issued credit cards for the City Council and City Council Appointees.

BACKGROUND

The City of San Jose General Services Department is responsible for issuing credit cards for use by City officials and employees for the purchase of supplies, materials and equipment. The Department has established procedures for the appropriate use of City-issued credit cards. These procedures apply to the use of credit cards by the Council and Council Appointees.

ANALYSIS

No formal Council policy exists to acknowledge that the current credit card procedures apply to the City Council and Council Appointees. Adoption of the recommended City Council Policy on the use of City-issued credit cards for the City Council and Council Appointees will confirm that the current procedures and guidelines for the use of City-issued credit cards also apply to the City Council and Council appointees.

PUBLIC OUTREACH

Not applicable.

RICHARD DOYLE
City Attorney

cc: Del Borgsdorf

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