

RESOLUTION 18-165

**A RESOLUTION TO APPROVE THE USE OF PURCHASING
CARDS AND APPROVE POLICIES AND PROCEDURES FOR
THEIR USE**

WHEREAS, the City of Spring Hill desires to expand its existing program using Purchasing Cards (credit cards) for the purchase of small value items and supplies used in the day to day operations of City of Spring Hill departments; and

WHEREAS, the City of Spring Hill desires to establish policies and procedures governing the issuance and use of Purchasing Cards; and

WHEREAS, such Purchasing Cards create by their use by designated City officers and City employees a legal and binding debt obligation of the City of Spring Hill; and

WHEREAS, the following officers and/or employees of the City:

Victor Lay, City Administrator
Patti Amorello, Finance Director

Or any one of them are hereby authorized for and on behalf of and in the name of the City of Spring Hill, to act on behalf of the City to execute the application as required for the issuance of Purchasing Cards and to provide and/or execute any other documents as required to implement this program.

NOW THEREFORE, be it resolved by the City of Spring Hill, Tennessee as follows:

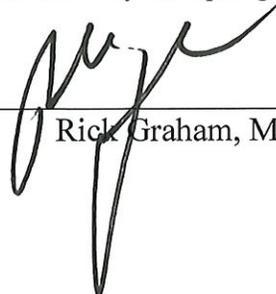
Section 1. That the policies and procedures governing the use of Purchasing Cards, a copy of which is attached hereto, shall be and is hereby approved.

Section 2. That the City Administrator and Finance Director are hereby authorized to execute any and all documents necessary to secure the Purchasing Cards and establish the program as outlined in the policy and procedures for Purchasing Cards herein approved.

Section 3. This resolution shall take effect immediately upon passage.

Considered by the Budget and Finance Advisory Committee on September 4, 2018.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 17th day of September, 2018.



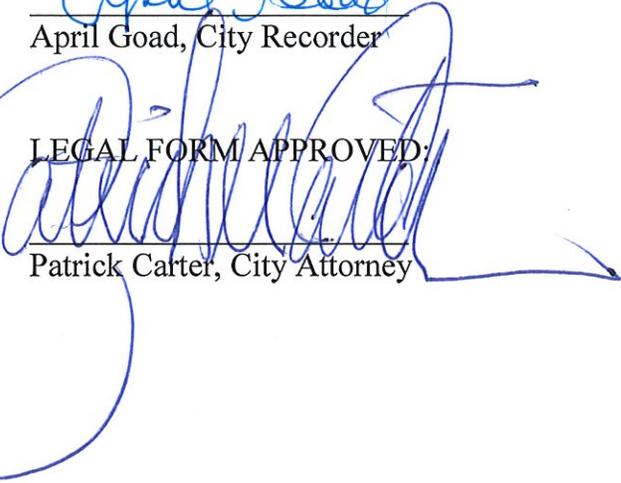
Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



**City of Spring Hill
Budget & Finance Advisory Committee
and
Board of Mayor and Aldermen**

**Resolution to Approve the Use of
Purchasing Cards & Policies/Procedures for
Their Use**

Date: August 29,2018

Memo to: Budget & Finance Advisory Committee and BOMA

From: Patti Amorello, Finance Director

Re: Resolution to Approve the Use of Purchasing Cards & Policies/Procedures for Their Use

RESOLUTION 18-165 – A RESOLUTION TO APPROVE THE USE OF PURCHASING CARDS AND APPROVE POLICIES AND PROCEDURES FOR THEIR USE- FINANCE DEPARTMENT.

BACKGROUND INFORMATION: Since 2012, the City of Spring Hill has used three (3) purchasing cards with a total credit limit of \$10,000. Cardholders are the City Administrator, Mayor and the former Finance Director. The former Finance Director's card has been deactivated and the Mayor's has recently expired. In discussion with First Farmer's about the process of getting additional cards, they shared that the cards we are currently using are obsolete and that they have transitioned to a different card provider.

Purchasing cards are a convenient mechanism for making small purchases, especially for payment of registrations and dues, making online purchases and travel. The Finance Director is recommending a slightly expanded purchasing card program (\$30,000 combined limit with approximately 13 cards). This will serve as a pilot program to see how well the cards work and what efficiencies may be realized. Currently, vendor invoices are handled no less than 10 times from receipt to the issuance of a check. The cost to review, process and pay some small dollar invoices may actually exceed the invoice amount. There is no charge from the provider to use the cards.

Each cardholder and Department Liaison will receive clear instructions on responsibilities related to card use. A Policies and Procedures Manual is included with this resolution that details processes and requirements for card use. Credit card transactions will have six tiers of review/approval: Employee/cardholder, Department Liaison, Department Head, Accounts Payable, Finance Director & City Administrator.

Staff will report back to the Board in 6 months as to how the program is working.

ATTACHMENTS: Resolution 18-165, copy of City of Spring Hill Purchasing Card Program Policies and Procedures.

RECOMMENDATION: Approve Resolution 18-165 and Purchasing Card Program Policies and Procedures.

CITY OF SPRING HILL

PURCHASING CARD PROGRAM

POLICIES AND PROCEDURES

Date August 24, 2018

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**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

PARTIES INVOLVED

Purchasing Card Issuer – Vendor who will issue purchasing cards to City of Spring Hill employees, providing electronic transaction authorizations, and billing to the City of Spring Hill for all purchases made on the cards.

City of Spring Hill- Arranges with the card issuer to have Purchasing Cards issued to approved employees and agrees to accept liability for the employees' use of the cards.

Department Head – City of Spring Hill official who must approve employee's request for a Purchasing Card, assign Departmental Liaison and designate default accounting code for purchases on the Purchasing Card. Department Head approval delegates transaction authority to the Cardholder, but Departments Heads must review and approve monthly statements for their employees.

Departmental Liaison - An employee in each department designated by the Department Head to be responsible for reviewing transactions of individual Cardholders to make sure the transactions are legitimate business expenses and are classified appropriately.

Purchasing Card Administrator - The central Administrator located in the Finance Department who coordinates the Purchasing Card program for the City of Spring Hill and acts as the City's intermediary in correspondence with the card issuer.

Cardholder - An employee of the City of Spring Hill who is approved by his/her Department Head to use the Purchasing Card to execute purchase transactions on behalf of the City.

Vendor - The merchant from whom a Cardholder is making a purchase.

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

PURCHASING CARD PROGRAM OVERVIEW

- Purchasing Cards will be issued to City of Spring Hill employees only.
- The employee's name must be embossed on the card.
- Purchasing Cards will not be transferable between individuals or departments.
- Each Cardholder will be assigned to a Departmental Liaison.
- Departmental Liaison may be auditor for more than one department.
- Employee's Department Head must approve the request for a card, assign the Departmental Liaison for the Cardholder and approve monthly transactions for their employees who have cards.
- Cardholders make purchases using established guidelines.
- Purchasing Card Issuer sends consolidated invoice to City of Spring Hill at the end of a monthly billing cycle each month.
- Finance Department will send each cardholder their respective transactions/statement.
- Cardholders match receipts to monthly statement, sign off on the statement and forward to Departmental Liaisons for review and processing.
- Departmental Liaisons will have the responsibility for ensuring the appropriate accounting code is used for each transaction and confirming that all supporting documentation is attached.
- After Departmental Liaison reviews and approves statement, it is routed to the appropriate Department Head for approval and then routed to the Finance Department for payment.
- Payment is made to Purchasing Card Issuer within 25 days after the end of the billing cycle.
- All Purchasing Cards are the property of the City of Spring Hill.

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

CARDHOLDER RESPONSIBILITIES

The Cardholder must use the Purchasing Card for legitimate business purposes only. The Purchasing Card may not be used for cash or the purchase of goods and services from categories included in the Listing of Blocked Vendors (Attachment 1). Misuse of the card will subject Cardholder to disciplinary action. The Cardholder must:

- Ensure the Purchasing Card is used for legitimate business purposes only.
- Maintain the Purchasing Card in a secure location at all times.
- Not allow other individuals to use their Purchasing Card.
- Adhere to the purchase limits and restrictions of the Purchasing Card.
- Obtain and reconcile all sales slips, register receipts, and/or Purchasing Card slips to Purchasing Card Issuer's Cardholder statement and provide same to Departmental Liaison for reconciliation, approval and allocation of transactions.
- Make sure that sales tax is not charged and obtain sales tax credits for any non-taxable items for which sales tax IS charged.
- Attempt to resolve disputes or billing errors directly with the vendor and notify Purchasing Card Issuer if the dispute or billing error is not satisfactorily resolved by the methods prescribed by the Purchasing Card Issuer.
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.
- Not accept cash in lieu of a credit to the Purchasing Card account.
- Immediately report a lost or stolen card to Purchasing Card Issuer at the toll-free number supplied by the Purchasing Card Issuer (24 hours a day, 365 days a year).
- Immediately notify Departmental Liaison of a lost or stolen Purchasing Card at the first opportunity during normal business hours.
- Return the Purchasing Card to Departmental Liaison upon terminating employment with the City of Spring Hill or transferring Departments within the City.
- If a vendor does not accept Purchasing Card, contact the Departmental Liaison.
- Report erroneous transactions to the Departmental Liaison during normal business hours.

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

DEPARTMENTAL LIAISON RESPONSIBILITIES

Each Department Head must designate one or more Departmental Liaisons for his/her department. The Department Head will assign a Departmental Liaison for each Purchasing Card application approved for his/her employees. The Departmental Liaison must receive training before any employees in the department may receive a Purchasing Card. Responsibilities include:

- Reviewing vendor receipts attached to the Purchasing Card Issuer Cardholder statements.
- Submitting Cardholder charge slips and receipts for audit by internal and external auditors.
- Ensuring that any sales tax credits have been requested and are received.
- Reviewing Cardholder transactions on the monthly Department report distributed by the Purchasing Card Administrator.
- Adjusting accounting codes for individual transactions as needed based upon classification of purchases made.
- Attempting to resolve any disputes with vendor and/or Purchasing Card Issuer not resolved by Cardholder.
- Notifying Purchasing Card Administrator in 3 to 5 days of any unresolved disputes, noting the reason for dispute.
- Notifying Purchasing Card Administrator of lost or stolen cards.
- Requesting Purchasing Card Administrator to cancel a Cardholder's card (e.g. terminated employees, transferring departments, loss of purchasing card privileges) as approved by Department Head.
- Collecting canceled cards from Cardholders and forwarding to Purchasing Card Administrator.
- Assisting Cardholders with erroneous declines.

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

PURCHASING CARD ADMINISTRATOR RESPONSIBILITIES

The Finance Department will assign a Purchasing Card Administrator to be responsible for the overall Purchasing Card program. Responsibilities include:

- City of Spring Hill liaison with Purchasing Card Issuer.
- Perform online interface with Purchasing Card Issuer.
- Training Departmental Liaisons before releasing Purchasing Cards.
- Training Cardholders before releasing Purchasing Cards.
- Having Cardholder sign Cardholder Agreement (Attachment 2), signifying agreement with the terms of the Purchasing Card program.
- Handling disputed charges/discrepancies not resolved by Cardholder or Departmental Liaison.
- Securing revoked Purchasing Cards and submitting information to Purchasing Card Issuer.
- Receiving and reviewing all Purchasing Card Issuer bills.
- Distributing monthly statements to cardholders and Departmental Liaisons.
- Preparing bill for payment and submitting to accounts payable for payment.
- Reconciling Purchasing Card Issuer bill to the transaction totals posted to the City's accounting system.
- Reviewing usage of Purchasing Card data for appropriateness.
- Ensuring that lost or stolen cards have been blocked by Purchasing Card Issuer.
- Forwarding vendor set up requests to Purchasing Card Issuer.
- Assisting the Departmental Liaison with erroneous declines and emergency transactions.

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

CARDHOLDER ELIGIBILITY

Criteria to receive a Purchasing Card is as follows:

- Applicant must be an employee of the City of Spring Hill.
- Applicant's request for a Purchasing Card must be approved by his/her Department Head.
- Applicant must be assigned a Departmental Liaison selected by his/her Department Head.
- Employee must attend a training session before receiving their Purchasing Card.
- Each individual Cardholder must sign a Cardholder Agreement in the presence of the Purchasing Card Administrator.

CARDHOLDER LIABILITY

The Purchasing Card is a corporate charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Cardholder Manual as well as City of Spring Hill Policy and Procedures relating to Purchasing. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination.

CARDHOLDER TERMINATION

The Purchasing Card Administrator is required to close an account if a Cardholder: (a) transfers to a different department, (b) moves to a new job in which a Purchasing Card is not required; (c) terminates employment or (d) for any of the following reasons which may also subject Cardholder to disciplinary action:

- The Purchasing Card is used for personal or unauthorized purposes.
- The Purchasing Card is used to purchase any substance, material, or service which violates policy, law or regulation pertaining to the City of Spring Hill.
- The Cardholder splits a purchase to circumvent the limitations of the Purchasing Card.
- The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Purchasing Card.
- The Cardholder fails to provide Departmental Liaison with required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all of the Purchasing Card policies and procedures.

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

LOST, MISPLACED OR STOLEN PURCHASING CARDS

Cardholders are required to immediately report any lost or stolen Purchasing Card to the Purchasing Card Issuer at the toll-free phone number supplied by the Purchasing Card Issuer (24 hours a day, 365 days a year). The Cardholder must also immediately notify his/her Department Liaison about the lost or stolen card at the first opportunity during normal business hours.

SPENDING CONTROLS

The Purchasing Card is to be used only for the purchase of supplies, services and other approved items. City of Spring Hill spending parameters for each Purchasing Card delineate maximum dollar transactions per month per card. The City of Spring Hill, through the Finance Department, will adjust limits as determined by demonstrated need.

ERRONEOUS DECLINES

Should the Purchasing Card be erroneously declined by a vendor, the Cardholder should immediately contact the Departmental Liaison for assistance. If purchase is being made outside of normal City of Spring Hill business hours, the employee must find an alternate payment method or terminate the purchase and contact the Departmental Liaison during normal hours.

CREDITS

Vendors will issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.

UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder/Departmental Liaison should:

- Contact Purchasing Card Issuer at the assigned toll-free number directly for assistance.
- Mail or fax to Purchasing Card Issuer at the toll-free number supplied by the card issuer documentation regarding the reason for the dispute.
- Contact the Departmental Liaison/Purchasing Card Administrator for assistance if an acceptable resolution is not obtained.
- The total amount billed by Purchasing Card Issuer will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when the credit appears on the Purchasing Card Issuer billing.

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

SECURITY AND STORAGE

Purchasing Cards - Cardholders should always treat the Purchasing Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.

Program Documentation - All documentation concerning the Purchasing Card program will be maintained by the Purchasing Card Administrator located in the Finance Department. This documentation includes, but is not limited to, applications, Cardholder Agreements, billing statements, reconciliation of accounting statements, computer programs, and copies of transmittals and correspondence with Purchasing Card Issuer. The Finance department will retain all cardholder statements and corresponding receipts after payment has been issued.

VENDOR BLOCKING

Transactions will be blocked at the point-of-sale level at the types of vendors included on the Listing of Blocked Vendors (Attachment 1).

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

PURCHASING CARD SET UP, MAINTENANCE, AND CLOSURE

All contact with Purchasing Card Issuer for Purchasing Card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the Purchasing Card Administrator who is located in the City of Spring Hill Finance Department.

Card Set Up

- Department Head approves assignment of credit card to an employee and provides the name of the Departmental Liaison to the Purchasing Card Administrator.
- Purchasing Card Administrator and submits request to Purchasing Card Issuer in format approved by Purchasing Card Issuer.
- Upon receipt of the Purchasing Card from Purchasing Card Issuer, the Purchasing Card Administrator will conduct a training session with the Cardholder prior to issuing the card.
- Cardholder signs Cardholder Agreement signifying agreement with the terms of the Purchasing Card program.

Card Maintenance

- Departmental Liaison is to make all maintenance requests to the Purchasing Card Administrator.
- Purchasing Card Administrator will submit all maintenance requests to Purchasing Card Issuer.

Closure

Lost or Stolen Cards - Cardholder must immediately report the lost/stolen card to Purchasing Card Issuer at the toll-free number supplied by the Purchasing Card Issuer. Cardholder must also notify the Departmental Liaison who will contact the Purchasing Card Administrator who will follow up with Purchasing Card Issuer to ensure the account has been closed.

Terminated or Transferred Employees - Departmental Liaison is to secure Purchasing Cards from terminated employees and employees who transfer to another City of Spring Hill department. The Departmental Liaison will immediately notify the Purchasing Card Administrator by phone of the termination or transfer. A request for closing the Cardholder account will be submitted to Purchasing Card Issuer by the Purchasing Card Administrator within 2 days of receiving the notification. All Purchasing Cards are to be returned to the Purchasing Card Administrator for disposal.

Other Card Revokes/Closures - Purchasing Card Administrator will notify Purchasing Card Issuer immediately of all revokes and closures.

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

RECONCILIATION, APPROVAL & ALLOCATION OF BILLING

Receipt and Payment of Purchasing Card Issuer Billing

- At the close of the monthly billing cycle, Purchasing Card Issuer will send a paper billing statement to the City of Spring Hill.
- Purchasing Card Administrator will review monthly bill and distribute cardholder statements to cardholders/Department Liaisons.
- Purchasing Card Administrator will ensure that all statements with approvals and supporting backup are received back in the Finance Department so that payment may be issued to Purchasing Card Issuer within the appropriate time frame.
- Payments will be transmitted in accordance with Purchasing Card Issuer's instructions.

Allocation of Purchasing Card Charges to City of Spring Hill Departments

- Within 5 days of the receipt of the statement from the Purchasing Card Issuer, the Purchasing Card Administrator will distribute monthly statements to cardholders and Departmental Liaisons for review and confirmation of Cardholder purchases.
- Upon distribution, Purchasing Card Administrator will notify Departmental Liaisons as to the date by which the statements must be received back in the Finance Department.
- Cardholders will assemble and review all transactions for each statement and will sign-off on the front of the statement and route to Departmental Liaison.
- Departmental Liaisons will review all transactions and modify any accounting codes as needed and will route statements with backup to Department Heads.
- Department Heads will review and approve statements and route to the Finance Department in advance of the date established by the Purchasing Card Administrator.
- Accounts Payable will review statements and route to the Finance Director for review and approval.
- Monthly statement will be processed for payment.
- Note: The total amount billed by Purchasing Card Issuer will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credit appears on the Purchasing Card Issuer billing.

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

AUDIT

The City of Spring Hill internal control policies and procedures are as follows:

Cardholder will:

- Reconcile vendor receipts to Cardholder statement. Receipts must be attached for each transaction.
- Submit vendor receipts and Cardholder statement to Department Liaison.
- Indicate account number for purchases to be charged.
- Sign off/approve the monthly statement.

Department Liaison will:

- Review all Cardholder receipts and statements.
- With the approval of the Department Head, modify account numbers on the statements for items that aren't correctly classified.
- Sign off/approve the monthly statement(s).

Department Head will:

- Review and approve all Cardholder statements after Department Liaison has approved so Department Liaison may route to Finance.

Purchasing Card Administrator will:

- Receive monthly statements from Purchasing Card Issuer and distribute to cardholders/Departmental Liaisons.
- Establish and notify Departmental Liaisons of cut-off date for approvals.
- Reconcile individual monthly billing statements to the consolidated statement.
- Make periodic audits of card use and charges for appropriateness through the use of on-line reporting system. Areas to be monitored include, but not limited to compliance with Purchasing Card regulations, compliance with City of Spring Hill regulations, and sales tax charges. Non-use of cards by cardholders will also be monitored.
- Receipts for purchases must be maintained for 7 years

Finance Director will:

- Review and approve all transactions.

City Administrator will:

- Review and approve all transactions.

**CITY OF SPRING HILL PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

Attachment 1

LISTING OF BLOCKED VENDORS

4131	Bus Lines, Including Charter, Tour Buses
4411	Steamship/Cruise Lines
4457	Boat Rentals and Leases
4468	Marinas, Marine Service & Supplies
4784	Toll and Bridge Fees
4789	Transportation Services (Not Elsewhere Classified)
4821	Telegraph Services
4829	Wire Transfer - Money Orders
6010	Financial Institutions - Manual Cash Disbursements
6011	Financial Institutions - Automated Cash Disbursements
6012	Financial Institutions - Merchandise & Svcs.
6051	Non-Financial Institutions -- Foreign Currency, Money Orders (not wire transfer), and Travelers Cheques
6211	Security Brokers/Dealers
6300	Insurance Sales & Underwriting
6381	Insurance Premiums
6399	Insurance (Not Elsewhere Classified)
6611	Overpayments
6760	Savings Bonds
7012	Timeshares
7032	Sporting & Recreational Camps
7513	Truck & Utility Trailer Rentals
7519	Motor Home & Recreational Vehicle Rentals
7995	Betting (Including Lottery Tickets, Casino Gaming Chips, Off-track Betting & Wagers)

PURCHASING CARD CARDHOLDER AGREEMENT

Requirements for Use

The Purchasing Card is to be used only to make purchases at the request of and for the legitimate business benefit of the City of Spring Hill.

The Purchasing Card must be used in accordance with the provisions of the Purchasing Card Program Cardholder Manual and in accordance with policies and procedures established by City of Spring Hill for Purchasing Card use.

Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Purchasing Card will be required to reimburse the City of Spring Hill for all costs associated with such improper use.

As a City of Spring Hill employee and a purchasing card cardholder, I hereby acknowledge as evidenced by my signature below that I understand the policies and procedures regarding the issuance and use of the purchasing card and that I received the Purchasing Card identified below. I further acknowledge that I have received instructions regarding its use and had the opportunity to ask questions. I also understand the penalties that may be involved if I use the card improperly. I recognize this card is the property of the City of Spring Hill and as such I will surrender the card to the City of Spring Hill upon request by my Department Head, City Administrator, or Purchasing Card Administrator.

Cardholder Name: _____

Purchasing Card Account Number: _____

Monthly Credit Limit: _____

Signature of Cardholder: _____

Date: _____

Signature of Purchasing Card Administrator: _____

Proposed Cardholders/Monthly Limits

<u>Cardholder Name</u>	<u>Department</u>	<u>Monthly Limit</u>
Patricia Amorello	Finance	\$ 5,000.00
Victor Lay	City Administration	4,000.00
Jason Fogle	Police	5,000.00
Rick Graham	City Administration	1,000.00
Kevin Fischer	Parks & Rec	1,000.00
Dana Juriew	Library	1,000.00
April Goad	Finance	1,000.00
Amanda Knobloch	City Administration	1,000.00
Don Brite	Police	1,500.00
Terry Hood	Fire	1,500.00
Melissa Stahl	Public Works	5,000.00
John Pewitt	IT	2,000.00
Kayce Williams	Economic Development	1,000.00
	Total	\$ 30,000.00