

Department of Finance Legislative Summary

ORDINANCE NO.: **1507-2025**

DESCRIPTION: The purpose of the amendment is to expand the credit card authorization to allow automated procurement transactions.

Section 171.40 (a) Authorization

Amendment:

- (1) A credit card, **including an additional backup card**, held by the Clerk of Council may be used to pay the following work-related expenses of the Clerk, member of Council, and Council staff:
 - A. Transportation expenses while traveling on City business;
 - B. Lodging expenses while traveling on City business;
 - C. Food expenses while traveling on City business;
 - D. Food expenses as authorized by ordinance of Council;
 - E. Registration, tuition or enrollment expenses for meetings, seminars, conferences, or retreats;
 - F. Office supplies; and
 - G. Other ordinary and necessary expenses of the City in which a credit card is the only method of payment acceptable to the vendor.

(2) A credit card held by the Director of Law, or his or her designee, may be used to pay the following work-related expenses:

- A. Filing, registration, or related fees required by any court, board or tribunal, **or arbitration association;**
- B. Any other cost assessed by a court, government office in the United States, board or tribunal other than judgments or settlements;
- C. Any cost of obtaining records, transcripts and other documents from a court reporter, or a government office related to a legal matter; and
- D. Other ordinary and necessary expenses of the City in which a credit card is the only method of payment acceptable to the vendor.

(8) A credit card, **including an additional backup card** held by the Finance Department project coordinator (travel coordinator), or his or her designee, may be used to pay the following work-related expenses:

- A. Transportation expenses while traveling on City business;
- B. Lodging expenses while traveling on City business;
- C. Food expenses while traveling on City business;
- D. Food expenses as authorized by ordinance of Council;

USING ENTITY:

Clerk of Council, Department of Law and Department of Finance.