

**City of Rockville, Minnesota  
Resolution 2016-07**

**City Staff Purchasing Authority Policy**

WHEREAS, The City of Rockville strives to create and maintain accountability in its financial transactions; and

WHEREAS, The City's audit firm KDV has advised that all financial policies should be clearly defined in writing and incorporated into a single financial policy guide; and

WHEREAS; The City Council seeks to establish fiscal policies which attempt to balance the need for fiscal oversight with the day to day operational needs of the organization;

THEREFORE; The Rockville City Council hereby adopts the following policy directives as it pertains to the purchasing authority of city staff:

1. A city employee shall be allowed to make purchases for routine maintenance, repairs or supplies up to the approved credit limit of their corporate card without prior Council approval as long as it is determined that sufficient funds remain in the respective department's budget to provide for said purchases. This authorization does not include capital items.
2. A purchase of up to twice an employee's approved corporate card credit limit shall be allowed without prior Council approval for routine maintenance, repairs, supplies or capital items with the expressed approval of the City Administrator, and upon confirmation that sufficient funds are available to cover such purchases.
3. Any purchases needed in excess of the aforementioned limits, or are not routine in nature, shall be brought before the Council for review and approval prior to the purchases being made.
4. In the event that an employee has access to more than one corporate card, their credit limit shall be considered the maximum credit limit of the card with the highest credit limit, and not the aggregate limits of all cards combined.

Adoption by the City Council of the City of Rockville on this 17<sup>th</sup> day of February, 2016

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Jeff Hagen, Mayor

ATTEST:

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Martin M. Bode, City Administrator