



Memo

To: Board of Commissioners

From: Carrie Monforte

Date: 5/12/2023

Re: Credit Card Limits

Staff would like to request an increase in our credit card limits, given the current situation:

- Due to the slowness of the Postal Service, bills are needing to be paid more often by credit card in order to be paid on time.
- We are beginning to encounter more situations in which credit card is the only accepted method of payment.
- Our current limits have over recent years impeded our progress in purchasing items in a timely manner.
- Inflation

Currently our Master Line of Credit limit is \$6,000 total, with department heads having a limit of \$1,000 each, and the director having a limit of \$3,000. I don't know how long it's been since the limit was increased, or if it's ever increased at all.

This is an action item. Staff recommend:

- Increasing SWPRD's Master Line of Credit to \$10,000.
- Authorizing Carrie Monforte to Administer the Credit Card Program

While I plan to divide the credit limits proportionately to the current practice, a motion would not detail that out, just the Master Line of Credit limit.