



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

## MEMO

**Date:** 2/15/2022  
**To:** City of Manitowoc - Finance Committee  
**From:** Shawn M. Alfred, Finance Director/Treasurer  
**Re:** Issuance of City Credit Card for Director of Tourism

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Per the City of Manitowoc Credit Card Policy, any issuance of a credit card for conducting City business requires the approval of the Finance Committee and the setting of the credit cards spending limit. This memorandum is to request approval from the Finance Committee for the issuance of a City of Manitowoc credit card in the name of Courtney Hanson, Director of Tourism with a suggested credit limit of \$5,000 for the purposes of conducting City business.

Thank you for your consideration.