

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of May 16, 2012

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Attorney	Juliana Ruenzel	2,000.00
Personnel/HR	Deb Geiger	2,000.00
City Clerk	Jennifer Hudon	2,000.00
Finance	Anthony Scherer	2,000.00
	Gary Heim	2,000.00
Mayor	Justin Nickels	10,000.00
	Heather Sohlden	500.00
Municipal Court	Lynn Heyduk	2,000.00
Planning	Dave Less	2,000.00
Building Inspection	Building Inspection	2,000.00
	Richard Schwarz	2,000.00
Building & Grounds	Buildings & Grounds	2,000.00
Police	Oscar Dick	2,000.00
	Bridget Brennan	2,000.00
	Robert Barbier	2,000.00
Fire	Bill Manis	5,000.00
	EMS1	1,000.00
	EMS2	1,000.00
	EMS3	1,000.00
	EMS4	1,000.00
	EMS5	1,000.00
Engineering/DPW	Engineering Dept	8,000.00
	Kevin Glaeser	2,000.00
	Jeffrey Shimek	2,000.00
Parks/Recreation	Denise Larson	2,000.00
	Parks Dept - CP	2,000.00
	Parks Dept	2,000.00
	Lincoln Park Zoo	2,000.00
Rahr-West	Rahr-West Museum	2,000.00
Library	Cherilyn Stewart	2,000.00
	Stacey Bialek	2,000.00
	David Ellison	2,000.00
	Ann Herrmann	2,000.00
	Linda Horbeck	2,000.00
	Ann Reimer	500.00
	Margie Verhelst	2,000.00
	Rachel Young	2,000.00
	Cheryl Nessman	2,000.00
	Constance Willems	2,000.00
WWTF	Brian Helminger	2,000.00
	Michael Jaeger	2,000.00
TOTAL	41	

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of December 06, 2011

DEPARTMENT	PURCHASING CARD
Assessor	
Attorney	Juliana Ruenzel
Personnel	Kristen Clark
City Clerk	Jennifer Hudon
Finance	Anthony Scherer Gary Heim
Mayor	Justin Nickels Anne Brogan
Municipal Court	Lynn Heyduk
Planning	Dave Less
Building Inspection	Building Inspection Richard Schwarz
Building & Grounds	
Police	Oscar Dick Bridget Brennan Robert Barbier
Fire	Bill Manis EMS1 EMS2 EMS3 EMS4 EMS5
Engineering/DPW	Engineering Dept Kevin Glaeser Jeffrey Shimek
Parks/Recreation	Denise Larson Jeremy Crees Parks Dept - CP Parks Dept Lincoln Park Zoo
Rahr-West	Rahr-West Museum
Library	Cherilyn Stewart Stacey Bialek David Ellison Ann Herrmann Linda Horbeck Ann Reimer Margie Verhelst Rachel Young Cheryl Nessman Constance Willems
Transit	Derek Muench
WWTF	Brian Helminger Michael Jaeger
TOTAL	42

**CITY OF MANITOWOC
PURCHASING CARD
POLICIES AND PROCEDURES
JANUARY 31, 1999**

- 1) Each individual card recipient, or department head in the event the card is not issued to a specific individual, is responsible for the security and use of the issued card. If the card is lost or stolen, it must immediately be reported to the credit card company, the department head and the Finance Department**

- 2) Purchasing Cards may be used for the following:**
 - * Purchases of products or services used in the operation of your department.**
 - * Purchases from vendors who do not allow city credit accounts at their individual places of business. (i.e. Fleet Farm)**
 - * Purchasing goods and services via phone, mail or internet for use within your department.**

- 3) Purchasing card restrictions:**
 - * Use of the card for personal items, services or cash advances for any purpose is strictly prohibited.**
 - * Any business recruitment or related expenses (exception for Mayor).**

- 4) Purchasing card recipients will submit payment requests on their statement to their department within seven days of receiving the statement. All submissions must include itemized receipts or other auditable documentation (internet) of any purchases made. A summarized receipt with just a total is NOT acceptable.**

- 5) To avoid any finance charges, payments on purchasing card statements must be submitted by the department to the accounts payable department at least 14 days prior to the due date shown on the statement - this is very important.**

- 6) Unless otherwise approved by the Finance Committee each card will carry a \$2,000 limit.**

- 7) Each individual and department involved must adhere to the approved policies and procedures in order to maintain their purchasing card privileges.**

Reminder:

All purchases with the card are exempt of Wisconsin State Sales Tax. Our state sales tax exempt number is 048471. This number should be kept with your card at all times to avoid being charged sales tax. Tax exempt forms are available in the Finance Office.