

**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.

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of April 10, 2015

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Attorney	Office of the Attorney	2,000.00
Personnel/HR	Rochelle Blindauer	2,000.00
City Clerk	Jennifer Hudon	2,000.00
Finance	Steve Corbeille	2,000.00
Mayor	Justin Nickels	10,000.00
	Heather Sohlden	500.00
Municipal Court	Lynn Heyduk	2,000.00
Planning	Community Development	2,000.00
Building Inspection	Building Inspection	2,000.00
Building & Grounds	Buildings & Grounds	5,000.00
Police	Oscar Dick	2,000.00
	Nick Reimer	2,000.00
	Manitowoc Police Department	2,000.00
	Robert Barbier	2,000.00
Fire	EMS1	1,000.00
	EMS2	1,000.00
	EMS3	1,000.00
	EMS4	1,000.00
	EMS5	1,000.00
Dept of Infrastructure	Engineering Dept	8,000.00
	Dept of Infrastructure	2,000.00
	Jeffrey Shimek	2,000.00
Parks/Recreation	Denise Larson	4,500.00
	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
	Ann Reimer	500.00
	Anne Juza	2,000.00
	Amy Eisenschink	2,000.00
	Stacie Karlin	2,500.00
	Jason Kunde	2,000.00
WWTF	Brian Helminger	2,000.00
	Michael Jaeger	2,000.00
Total Cards Issued	37	

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of April 10, 2015

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Attorney	Office of the Attorney	2,000.00
Personnel/HR	Rochelle Blindauer	2,000.00
City Clerk	Jennifer Hudon	2,000.00
Finance	Steve Corbeille	2,000.00
Mayor	Justin Nickels	10,000.00
	Heather Sohlden	500.00
Municipal Court	Lynn Heyduk	2,000.00
Planning	Community Development	2,000.00
Building Inspection	Building Inspection	2,000.00
Building & Grounds	Buildings & Grounds	5,000.00
Police	Oscar Dick	2,000.00
	Scott Luchterhand	2,000.00
	Robert Barbier	2,000.00
Fire	EMS1	1,000.00
	EMS2	1,000.00
	EMS3	1,000.00
	EMS4	1,000.00
	EMS5	1,000.00
Dept of Infrastructure	Engineering Dept	8,000.00
	Dept of Infrastructure	2,000.00
	Jeffrey Shimek	2,000.00
Parks/Recreation	Denise Larson	4,500.00
	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
	Ann Reimer	500.00
	Anne Juza	2,000.00
	Amy Eisenschink	2,000.00
	Stacie Karlin	2,500.00
	Jason Kunde	2,000.00
WWTF	Brian Helminger	2,000.00
	Michael Jaeger	2,000.00
Total Cards Issued	36	

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of March 17, 2014

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Attorney		2,000.00
Personnel/HR	Rochelle Blindauer	2,000.00
City Clerk	Jennifer Hudon	2,000.00
Finance	Anthony Scherer	2,000.00
	Steve Corbeille	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	Richard Schwarz	2,000.00
Building & Grounds	Buildings & Grounds	5,000.00
Police	Oscar Dick	2,000.00
	Bridget Brennan	2,000.00
	Robert Barbier	2,000.00
Fire	EMS1	1,000.00
	EMS2	1,000.00
	EMS3	1,000.00
	EMS4	1,000.00
	EMS5	1,000.00
Dept of Infrastructure	Engineering Dept	8,000.00
	Dept of Infrastructure	2,000.00
	Jeffrey Shimek	2,000.00
Parks/Recreation	Denise Larson	4,500.00
	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
	Ann Reimer	500.00
	Anne Juza	2,000.00
	Amy Eisenschink	2,000.00
	Stacie Karlin	2,500.00
WWTF	Brian Helminger	2,000.00
	Michael Jaeger	2,000.00
Total Cards Issued	35	

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of March 17, 2014

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Attorney		2,000.00
Personnel/HR		2,000.00
City Clerk	Jennifer Hudon	2,000.00
Finance	Anthony Scherer	2,000.00
	Steve Corbeille	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	Richard Schwarz	2,000.00
Building & Grounds	Buildings & Grounds	5,000.00
Police	Oscar Dick	2,000.00
	Bridget Brennan	2,000.00
	Robert Barbier	2,000.00
Fire	EMS1	1,000.00
	EMS2	1,000.00
	EMS3	1,000.00
	EMS4	1,000.00
	EMS5	1,000.00
Dept of Infrastructure	Engineering Dept	8,000.00
	Dept of Infrastructure	2,000.00
	Jeffrey Shimek	2,000.00
Parks/Recreation	Denise Larson	4,500.00
	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
	Ann Reimer	500.00
	Anne Juza	2,000.00
	Amy Eisenschink	2,000.00
	Stacie Karlin	2,500.00
WWTF	Brian Helminger	2,000.00
	Michael Jaeger	2,000.00
Total Cards Issued	34	

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of December 31, 2013

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Assessor		-----
Attorney	Straun Boston	2,000.00
Personnel/HR	Jeri Johnson	2,000.00
City Clerk	Jennifer Hudon	2,000.00
Finance	Anthony Scherer	2,000.00
	Steve Corbeille	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	Richard Schwarz	2,000.00
Building & Grounds	Buildings & Ground:	5,000.00
Police	Oscar Dick	2,000.00
	Bridget Brennan	2,000.00
	Robert Barbier	2,000.00
Fire	EMS1	1,000.00
	EMS2	1,000.00
	EMS3	1,000.00
	EMS4	1,000.00
	EMS5	1,000.00
Dept of Infrastructure	Engineering Dept	8,000.00
	Dept of Infrastructur	2,000.00
	Jeffrey Shimek	2,000.00
Parks/Recreation	Denise Larson	4,500.00
	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
	Ann Reimer	500.00
	Anne Juza	2,000.00
	Amy Eisenschink	2,000.00
	Stacie Karlin	2,500.00
WWTF	Brian Helminger	2,000.00
	Michael Jaeger	2,000.00
Total Cards Issued	36	

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of October 10, 2013

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Assessor		-----
Attorney	Straun Boston	2,000.00
Personnel/HR	Jeri Johnson	2,000.00
City Clerk	Jennifer Hudon	2,000.00
Finance	Anthony Scherer	2,000.00
	Steve Corbeille	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	Richard Schwarz	2,000.00
Building & Grounds	Buildings & Ground:	5,000.00
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
Dept of Infrastructure	Engineering Dept	8,000.00
	Dept of Infrastructur	2,000.00
	Jeffrey Shimek	2,000.00
Parks/Recreation	Denise Larson	4,500.00
	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
	Anne Juza	2,000.00
	Amy Eisenschink	2,000.00
	Stacie Karlin	2,500.00
WWTF	Brian Helminger	2,000.00
	Michael Jaeger	2,000.00
Total Cards Issued	38	

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of February 19, 2013

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Assessor		-----
Attorney	Straun Boston	2,000.00
Personnel/HR	Jeri Johnson	2,000.00
City Clerk	Jennifer Hudon	2,000.00
Finance	Anthony Scherer	2,000.00
	Steve Corbeille	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	Richard Schwarz	2,000.00
Building & Ground	Buildings & Ground:	5,000.00
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	4,500.00
	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
	Stacie Karlin	2,500.00
	WWTF	Brian Helminger
Michael Jaeger		2,000.00

Total Cards Issued 39

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of January 01, 2012

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT	
Assessor	No Card	-----	
Attorney	Juliana Ruenzel	2,000.00	
Personnel/HR	Kristen Clark	2,000.00 Canceled	
	Deb Geiger	2,000.00 Requested	
City Clerk	Jennifer Hudon	2,000.00	
Finance	Anthony Scherer	2,000.00	
	Gary Heim	2,000.00	
	Justin Nickels	10,000.00	
Mayor	Anne Brogan	500.00 Canceled	
	Heather Sohlden	500.00 Requested	
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 & Ground	2,000.00 Requested	
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	
	Jeremy Crees	2,000.00 Canceled	
	Parks Dept - CP	2,000.00	
	Parks Dept	2,000.00	
Rahr-West Library	Lincoln Park Zoo	2,000.00	
	Rahr-West Museum	2,000.00	
	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	
	Transit	Derek Muench	2,000.00 Canceled
	WWTF	Brian Helminger	2,000.00
Michael Jaeger		2,000.00	
TOTAL	41 After Changes		

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of April 01, 2012

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Assessor	No Card	-----
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	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	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
	Constance Willems	2,000.00
	Stacie Karlin	2,500.00
WWTF	Brian Helminger	2,000.00
	Michael Jaeger	2,000.00

4/16/12 issue new card-fraudulent charges

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of April 01, 2012

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Assessor	No Card	-----
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	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	4,500.00
	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
	Constance Willems	2,000.00
	Stacie Karlin	2,500.00
WWTF	Brian Helminger	2,000.00
	Michael Jaeger	2,000.00

4/16/12 issue new card-fraudulent charges

CITY OF MANITOWOC
US BANK Purchasing Cards by Department
As of October 15, 2012

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT
Assessor	No Card	-----
Attorney	Straun Boston	2,000.00
Personnel/HR		
City Clerk	Jennifer Hudon	2,000.00
Finance	Anthony Scherer	2,000.00
	Steve Corbeille	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	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	4,500.00
	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
	Constance Willems	2,000.00
	Stacie Karlin	2,500.00
WWTF	Brian Helminger	2,000.00
	Michael Jaeger	2,000.00