



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

MEMO

Date: 3/1/2024
To: City of Manitowoc - Finance Committee
From: Shawn M. Alfred, Finance Director/Treasurer
Re: Issuance of City Credit Card for Library Materials Manager for Library

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 card's 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 Meredith Gadzinski, Library Materials Manager, with a suggested credit limit of \$2,000 for the purposes of conducting Library business. The issuance of this card is due to Ms. Gadzinski being promoted to Library Materials Managers due to retirement of the previous Library Materials Manager. Previous Library Materials Manager's credit card was closed and disposed by the Finance department; therefore, there is not an increase in credit card liability to the City if this is approved.

Thank you for your consideration.