



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

MEMO

Date: 7/28/2022

To: City of Manitowoc - Finance Committee

From: Courtney Hansen, Director of Tourism

Re: Request for Credit Card

From the City of Manitowoc Guidebook:

1.1.1 Finance Committee Approval:

The Finance Committee approves the positions/departments with the ability to use a credit card issued by the City of Manitowoc. The committee sets the spending limit per card issued.

The Finance Department is authorized to reissue credit cards due to vacancies or lost cards for all approved positions/departments authorized to use credit cards. The Finance Department shall maintain a listing of all positions/departments authorized to use a credit card and associated credit limits.

Any additional requests for a credit cards which are not on the authorized listing of credit card users, shall be approved by the Finance Committee prior to issuing and setting a credit limit.

My request is for an additional credit card to be issued to the Department of Tourism for the Destination Sales & Marketing Manager, RaeAnn Thomas. This position requires extensive in and out of state travel throughout the year for sales conferences and trade shows, industry meetings, and out-of-office sales efforts, incurring various travel expenses while away including transportation, meals and lodging. In addition, occasional local expenses will occur as site and familiarization tours are conducted by the Destination Sales & Marketing Manager. Based on my discussion with Finance, managers are set at a \$2,000 spending limit, so I am requesting this card be issued at with the \$2,000 limit.