

From: [Karen Dorow](#)
To: [Shawn Alfred](#)
Cc: [Dan Koski](#)
Subject: Credit Card Limit
Date: Thursday, June 1, 2023 2:56:52 PM

Hi Shawn,

As we discussed, the credit card limit for the Department of Infrastructure – Streets Division is \$2,000. This credit limit has been in place for many years. Over the last few years prices have increased significantly and we are finding that it does not take much to exceed the \$2,000 limit. We have had several instances where the card limit was reached and we had to scramble to use another DPI division card to make the purchase (taking away from their ability to purchase) or wait until the next month and delay a purchase/repair.

We are requesting that the credit card limit for this card be increased to \$5,000. We will continue to be good stewards of the budget funds we are given.

Thank you for considering this request.

Karen Dorow | Business Manager
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220
Office (920) 686-6514
Mobile (920) 374-0404