

**City of La Crosse**  
**Purchasing Policy Item #14-0410**  
**Proposed Amended Purchasing Policy Summary of Changes – Thursday May 8, 2014**

- 1.) Paragraph 2.A.12.
  - a.) Change reference to IS Department to IS&T Department
- 2.) Paragraph 2.E.2.
  - a.) Add provision to authorize issuance of special checks as determined by the Director of Finance or designee.

**City of La Crosse**  
**Travel Policy Item #14-0411**  
**Proposed Amended Travel Policy Summary of Changes – Thursday May 8, 2014**

- 1.) First paragraph last sentence (2)
  - a.) Remove the last sentence: "Outside of the City of La Crosse shall mean more than ten (10) miles beyond the City of La Crosse municipal boundaries."
  - b.) Add this language in its place: "With the exception of Department Heads, all same day City related travel approved by the Department Head, Council President, Board or Commission using a City provided vehicle will not require a completed and approved travel request form to be filed with the Finance Department as long as the travel is within the State of Wisconsin or in the State of Minnesota within 30 miles of the City of La Crosse corporate limits." (1)
- 2.) Paragraph 2.
  - a.) Add the language: "exclusive of the same day, City vehicle requirements listed in the first paragraph above."
- 3.) Paragraph 2.A
  - a.) Delete portion requiring any and all Councilmember travel requests must be approved by Council resolution.
  - b.) Add that all Council Member travel requests must be approved by the Council President.
- 4.) Paragraph 5.B.
  - a.) Change La Crosse Municipal Airport to La Crosse Regional Airport.
  - b.) Mileage perks shall accumulate as allowed per travel agency corporate account rules and delete "be retained by, and for the use of the City of La Crosse only" and add "any employer accumulated mileage perks shall be administered by the Finance Department."
- 5.) Paragraph 5.B.
  - a.) Change La Crosse Municipal Airport to La Crosse Regional Airport.