



The City of Erie, Pennsylvania

Finance Department

TO: City of Erie Employees
FROM: Finance Department
SUBJECT: Unauthorized Spending
DATE: April 3, 2024

To whom it may concern,

We would like to remind all employees that you are not permitted to use personal credit cards or cash to make purchases for The City. As of April 7, 2022, employees will no longer receive reimbursement, unless the purchase received pre-authorization by the Finance Department.

Any questions, please feel free to reach out to Lisa Gomersall, extension 1438, or Seerajje Dexter, extension 1435.

Sincerely,

Lisa Gomersall

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