

Memorandum



CITY OF DALLAS

DATE October 31, 2025

TO Members of the Finance Committee: Chad West (Chair), Kathy Stewart (Vice Chair),
Zarin Gracey, Maxie Johnson, Jesse Moreno, Jaime Resendez, and Gay Donnell Willis

SUBJECT **November 12, 2025, Upcoming City Council Agenda Item #25-3081A-Cooperative Agreement with the State of Texas for the Purchasing Card and Travel Card Program with U.S. Bank National Association (U.S. Bank)**

The November 12, 2025, City Council agenda includes item #25-3081A to authorize a sixteen-month contract with U.S. Bank for the purpose of providing purchase cards and travel cards to the City of Dallas for use by various city departments. The city currently participates in the purchase card and travel card program through Citibank under a cooperative agreement with the State of Texas.

The State of Texas awarded U.S. Bank the contract for purchase cards and travel cards via RFP in May 2025. This new contract with U.S. Bank replaces Citibank whose contract with the State of Texas expires on December 31, 2025. The State's new contract with U.S. Bank expires on March 31, 2027.

The city has participated in a purchase card and travel card program under a cooperative agreement with the State of Texas since 2002. Purchase cards are used for items with a single transaction limit of \$3,000 that are not covered by a master agreement. Travel cards are used for travel on official city business by city employees and officials.

There is no cost to the city to participate in these programs. The city receives a rebate based on total purchase card and travel card expenditures.

U.S. Bank has extensive experience in commercial payments for public sector clients. They are the largest issuer of purchase and travel cards to states and municipalities in the United States. Currently more than 60% of the Federal Government's commercial credit card spend is managed by U.S. Bank. They also manage the purchase and travel card programs for 27 states as well as numerous cities and counties.

Staff recommends approval of the agreement with U.S. Bank at your upcoming City Council meeting on November 12, 2025.

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If you have any questions, please contact me or Sheri Kosalski, City Controller.

Service First, Now!



Jack Ireland
Chief Financial Officer

c: Mayor and Members of the City Council
Kimberly Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billieae Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety

Dev Rastogi, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager
Robin Bentley, Assistant City Manager
Directors and Assistant Directors