



## **KENAI PENINSULA BOROUGH**

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**MIKE NAVARRE  
BOROUGH MAYOR**

### MEMORANDUM

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *MN*

**FROM:** Craig Chapman, Director of Finance *C Chapman*

**DATE:** April 6, 2017

**SUBJECT:** Resolution 2017-*033* Changing the Names of the Authorized Contacts and Card Holder on the Borough's Alaska Airline VISA Credit Card (Mayor)

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The borough was issued an Alaska Airlines VISA credit card in 2014 and Craig Chapman, Finance Director, was set up as the authorized card holder and was one of the authorized contacts. With Mr. Chapman leaving the borough at the end of April 2017, a new list of authorized contacts and authorized card holder for the credit card needs to be identified.

The new list of authorized contacts for the Kenai Peninsula Borough's Alaska Airlines VISA credit card will be Brandi Harbaugh, Acting Finance Director, and Valentina Sustaita, Purchasing and Contracting Officer. The authorized card holder for the borough will be Brandi Harbaugh, Acting Finance Director.