



March 14th, 2023

To whom it may concern,

The City of John Day is requesting the Interim City-Manager Richard Allen to be added to all Bank of Eastern Oregon credit card account. The City of John Day is also requesting that Richard Allen be the maintenance person and main contact on the Visa Accounts, increasing limits, adding and cancelling employees Visa cards, ect.

Thank you,

Heather Rookstool, John Day City Mayor

Richard Allen, Interim City Manager