

# Kenowa Hills Public Schools Purchase Card Inventory

A report of all district-issued "credit cards" is required by law starting December 15, 2014 (MCL 388.1618(2)(h)).

It is important to note that these cards are not used like a home credit card. There is no balance that carries forward month-to-month, and the district pays no interest. These cards are used to make the purchases that keep the district running--books, paper, pens, computers, calculators, bus parts, custodial supplies, etc. The district even has a card for paying large bills.

A purchasing card program is significantly more efficient and secure.

The cards reduce the number of checks in circulation with the district's bank account info printed on them; the cards can also be immediately shut down, and purchases can be prohibited from certain vendors based on merchant codes; and they eliminate the need for multiple petty cash boxes.

<u>Name</u>	<u>Limit</u>	<u>Type</u>
District Administrator	\$2,000.00	MasterCard
District Administrator	\$5,000.00	MasterCard
Technology	\$15,000.00	MasterCard
Technology	\$10,000.00	MasterCard
District Administrator	\$10,000.00	MasterCard
District Administrator	\$12,000.00	MasterCard
Technology	\$2,000.00	MasterCard
Daycare	\$1,500.00	MasterCard
Business Office	\$100,000.00	MasterCard
School Office	\$4,000.00	MasterCard
District Administrator	\$1,000.00	MasterCard
School Office	\$10,000.00	MasterCard
Educator	\$750.00	MasterCard