

## Northview 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 like health insurance premiums, utility bills, etc.

A purchasing card program is in addition to a purchase order system. It is also considered more 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 reduce the need for multiple petty cash boxes.

Most importantly, the district's purchase card program earns the district at least a 1 percent rebate on every single purchase--something a purchase order has never done. By effectively implementing a purchase card program, the district has cut down on administrative overhead related to processing vendor payments and checks.

Card Holder	Credit Limit	Daily Limit	Single Transaction Limit
District Administrator	\$ 10,000	\$ 10,000	\$ 10,000
District Office	\$ 10,000	\$ 10,000	\$ 10,000
District Office	\$ 10,000	\$ 10,000	\$ 10,000
Business Office Payables*	\$ 150,000	\$ 150,000	\$ 150,000
District Administrator	\$ 5,000	\$ 5,000	\$ 5,000
District Administrator	\$ 5,000	\$ 5,000	\$ 5,000
District Administrator	\$ 5,000	\$ 5,000	\$ 5,000
Maintenance Department	\$ 2,500	\$ 2,500	\$ 2,500
Transportation Department	\$ 3,000	\$ 3,000	\$ 500
District Administrator	\$ 10,000	\$ 10,000	\$ 10,000
Technology Department	\$ 2,500	\$ 2,500	\$ 2,500
District Administrator	\$ 2,500	\$ 2,500	\$ 2,500
Director of Performing Arts	\$ 2,500	\$ 2,500	\$ 2,500
Special Services Department	\$ 3,000	\$ 3,000	\$ 500
DHH Services Department	\$ 2,500	\$ 2,500	\$ 500
Athletic Department	\$ 2,500	\$ 2,500	\$ 500
District Administrator	\$ 3,000	\$ 3,000	\$ 3,000
District Administrator	\$ 5,000	\$ 5,000	\$ 750
District Administrator	\$ 3,000	\$ 3,000	\$ 500
District Administrator	\$ 3,000	\$ 3,000	\$ 500
District Administrator	\$ 3,000	\$ 3,000	\$ 500
District Administrator	\$ 3,000	\$ 3,000	\$ 500
District Administrator	\$ 3,000	\$ 3,000	\$ 500
District Administrator	\$ 3,000	\$ 3,000	\$ 500
District Administrator	\$ 3,000	\$ 3,000	\$ 500
Community Education Dept.	\$ 2,500	\$ 2,500	\$ 500
Community Education Dept.	\$ 1,000	\$ 1,000	\$ 500
Community Education Dept.	\$ 1,000	\$ 1,000	\$ 500
Community Education Dept.	\$ 1,000	\$ 1,000	\$ 500
District Administrator	\$ 1,000	\$ 1,000	\$ 1,000
Senior Citizen Program	\$ 2,500	\$ 2,500	\$ 500

\*Card available to pay large invoices to earn maximum rebates.