

## 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                  | Card Holder                 | Credit Limit | Daily Limit | Single Transaction Limit |
|------------------------------|-----------------------------|--------------|-------------|--------------------------|
| Administrative Assistant     | District Administrator      | \$ 10,000    | \$ 10,000   | \$ 10,000                |
| District Office (1)          | District Office             | \$ 10,000    | \$ 10,000   | \$ 10,000                |
| District Office (2)          | District Office             | \$ 10,000    | \$ 10,000   | \$ 10,000                |
| Business Office Payables*    | Business Office Payables*   | \$ 150,000   | \$ 150,000  | \$ 150,000               |
| Director of Finance          | District Administrator      | \$ 5,000     | \$ 5,000    | \$ 5,000                 |
| Director of People           | District Administrator      | \$ 5,000     | \$ 5,000    | \$ 5,000                 |
| Director of Operations       | District Administrator      | \$ 5,000     | \$ 5,000    | \$ 5,000                 |
| Maintenance Department       | Maintenance Department      | \$ 2,500     | \$ 2,500    | \$ 2,500                 |
| Transportation Department    | Transportation Department   | \$ 3,000     | \$ 3,000    | \$ 500                   |
| Technology Department        | Technology Department       | \$ 2,500     | \$ 2,500    | \$ 2,500                 |
| Director of Food Service     | District Administrator      | \$ 2,500     | \$ 2,500    | \$ 2,500                 |
| Director of Performing Arts  | Director of Performing Arts | \$ 2,500     | \$ 2,500    | \$ 2,500                 |
| Special Services Department  | Special Services Department | \$ 3,000     | \$ 3,000    | \$ 500                   |
| DHH Services Department      | DHH Services Department     | \$ 2,500     | \$ 2,500    | \$ 500                   |
| Athletic Department          | Athletic Department         | \$ 2,500     | \$ 2,500    | \$ 500                   |
| Athletic Director            | District Administrator      | \$ 3,000     | \$ 3,000    | \$ 3,000                 |
| Principal                    | District Administrator      | \$ 5,000     | \$ 5,000    | \$ 750                   |
| Principal                    | District Administrator      | \$ 3,000     | \$ 3,000    | \$ 500                   |
| Principal                    | District Administrator      | \$ 3,000     | \$ 3,000    | \$ 500                   |
| Principal                    | District Administrator      | \$ 3,000     | \$ 3,000    | \$ 500                   |
| Principal                    | District Administrator      | \$ 3,000     | \$ 3,000    | \$ 500                   |
| Principal                    | District Administrator      | \$ 3,000     | \$ 3,000    | \$ 500                   |
| Principal                    | District Administrator      | \$ 3,000     | \$ 3,000    | \$ 500                   |
| Community Ed 1               | Community Education Dept    | \$ 1,000     | \$ 1,000    | \$ 500                   |
| Community Ed 2               | Community Education Dept    | \$ 1,000     | \$ 1,000    | \$ 500                   |
| Community Ed 3               | Community Education Dept    | \$ 1,000     | \$ 1,000    | \$ 500                   |
| Director of Homeless Liaison | District Administrator      | \$ 2,500     | \$ 2,500    | \$ 500                   |
| Senior Citizen Program       | Senior Citizen Program      | \$ 2,500     | \$ 2,500    | \$ 500                   |

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