

Northview Public Schools Purchase Card Inventory

The District utilizes purchase cards as a means for streamlining the purchasing process. This process provides an efficient and secure method for acquiring goods and services. The District does not carry any balance on the purchasing cards from month-to-month and pays no interest as a result. All purchases are well documented and must go through the proper approval process.

In addition to improving purchasing procedures, the District can earn a rebate of 1% or more on all purchases. The District maintains one card with a higher credit limit for paying larger bills in an attempt to maximize this rebate.

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
Maintenance Department	\$ 5,000	\$ 5,000	\$ 5,000
Transportation Department	\$ 3,000	\$ 3,000	\$ 500
Technology Department	\$ 2,500	\$ 2,500	\$ 2,500
District Administrator	\$ 2,500	\$ 2,500	\$ 2,500
Performing Arts Department	\$ 2,500	\$ 2,500	\$ 2,500
Special Services Department	\$ 3,000	\$ 3,000	\$ 500
Athletic Department	\$ 5,000	\$ 5,000	\$ 5,000
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
Community Education Department	\$ 1,000	\$ 1,000	\$ 500
District Administrator	\$ 2,500	\$ 2,500	\$ 500
Senior Citizen Program	\$ 2,500	\$ 2,500	\$ 500