

Kent City Community 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.

A purchasing card program is significantly more efficient than a purchase order system. It is also 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 eliminate the need for multiple petty cash boxes.

| Cardholder | Credit Limit | Daily Limit | Single Transaction Limit |
|------------------------------------|--------------|-------------|--------------------------|
| Superintendent | \$10,000 | \$10,000 | \$10,000 |
| Director of Food Service | \$2,500 | \$2,500 | \$2,500 |
| Director of Operations | \$10,000 | \$10,000 | \$10,000 |
| Director of Summer Migrant Program | \$15,000 | \$15,000 | \$15,000 |
| Kent City Community Schools | \$10,000 | \$10,000 | \$10,000 |
| Mechanic | \$5,000 | \$5,000 | \$5,000 |