SPARTA AREA 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, operational supplies, etc. The district even uses a card for paying utility invoices.

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 information printed on them; the cards can also be immediately shut, down and purchases can be prohibited from certain vendors based on merchant codes.

Most importantly, the district's purchase card program earns the district at least a one percent rebate on every single purchase - something we would not get utilizing checks. By effectively implementing a purchase card program, the district has cut down on administrative overhead related to processing vendor payments and checks.

Cardholder	**Credit Limit**
ADULT ED PURCHASING	$1,500.00
MS PRINCIPAL	$2,000.00
APPLEVIEW PURCHASING	$8,000.00
OPERATIONS ASST DIR	$15,000.00
DRAMA PURCHASING	$5,000.00
FINANCE DIRECTOR	$40,000.00
MS PURCHASING	$5,000.00
OPERATIONS PURCHASING	$15,000.00
MOCI PURCHASING	$500.00
DRAMA PURCHASING	$2,000.00
SUPERINTENDENT	$4,000.00

ADULT ED SUPERVISOR	$1,500.00
HR DIRECTOR	$2,000.00
BEFORE/AFTER CARE DIRECTOR	$2,000.00
ATHLETIC SUPERVISOR	$5,000.00
RIDGEVIEW PURCHASING	$8,000.00
DATA SPECIALIST/TECHNOLOGY PURCHASING	$8,000.00
MOCI PURCHASING	$500.00
RIDGEVIEW PRINCIPAL	$2,000.00
ASSISTANT SUPERINTENDENT FOR CURRICULUM	$5,000.00
WHITE EARLY CHILDHOOD DIRECTOR	$5,000.00
HS PRINCIPAL	$2,000.00
APPLEVIEW PRINCIPAL	$2,000.00
HS PURCHASING	$8,000.00
HS PURCHASING	$500.00
MOCI PURCHASING	$2,000.00
HOME ECONOMICS	$500.00
ART PURCHASING	$500.00
STUDENT COUNCIL PURCHASING	$500.00
MOCI PURCHASING	$500.00
APPLEVIEW PURCHASING	$5,000.00
SPECIAL EDUCATION PURCHASING	$5,000.00
SPECIAL EDUCATION DIRECTOR	$2,000.00
OPERATIONS DIRECTOR	$3,500.00
ATHLETICS - WRESTLING	$500.00
FOOD SERVICE DIRECTOR	$20,000.00