

District Purchase Card Information

Department	Number of Cards	Range of Credit Limits*	Purpose	Type of Purchases
Operations	4	\$1,500 - \$50,000	Maximize Rebates, Purchasing Efficiency, Increased Controls	Supplies, Paper Supplies, Tools, Parts, Services
Technology	1	\$10,000	Maximize Rebates, Purchasing Efficiency	Technology Equipment and Supplies
Finance	2	\$50,000	Maximize Rebates	Various Goods and Services
Food Service	1	\$20,000	Maximize Rebates, Purchasing Efficiency	Perishable Goods, Supplies, Repairs, and Services
Family & Consumer Science	1	\$2,500	Maximize Rebates, Purchasing Efficiency	Perishable Goods
Athletics	1	\$5,000	Maximize Rebates, Purchasing Efficiency	Supplies, Repairs, and Services
Special Education	1	\$5,000	Maximize Rebates, Purchasing Efficiency	Supplies and Services
Secondary Curriculum	1	\$24,000	Maximize Rebates, Purchasing Efficiency	Supplies and Services
Elementary Curriculum	1	\$5,000	Maximize Rebates, Purchasing Efficiency	Supplies and Services
Student/Parent Engagement	1	\$5,000	Maximize Rebates, Purchasing Efficiency	Supplies and Services
Marketing & Communications	1	\$5,000	Maximize Rebates, Purchasing Efficiency	Supplies and Services
Superintendent's Office	2	\$5,000	Maximize Rebates, Purchasing Efficiency	Supplies and Services
Human Resources	2	\$5,000	Maximize Rebates, Purchasing Efficiency	Supplies and Services
Bilingual Program	1	\$5,000	Maximize Rebates, Purchasing Efficiency	Supplies and Services
Instructional Technology	1	\$5,000	Maximize Rebates, Purchasing Efficiency	Supplies and Services
Principal	12	\$3,000- \$50,000	Maximize Rebates, Purchasing Efficiency	Supplies and Services

*Due to the risk for fraud, cards with higher credit limits are being reported with limits of \$50,000. Constituents are welcome to schedule a meeting with the finance office to inquire further about the limits but releasing the amounts on the internet to anyone in the world is not a best practice in protecting District assets.

Note: All District purchase cards require appropriate approvals and documentation. Purchases must be made within the established budgets for each department. The District received rebates in excess of \$13,000 for the most recent year. Additionally, the purchase cards allow for streamlined purchasing processes.

Outstanding balances on the purchase cards are paid each month so that no interest charges are incurred.