

Thornapple Kellogg Schools Purchase Card Inventory

A report of all district-issued “credit cards” is required by law starting December 15, 2014 (MCL 388.1612(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 information 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.

By effectively implementing a purchase card program, the District has cut down on administrative overhead related to processing vendor payments and checks to the point that business office staffing has been reduced.

Cardholder	Credit Limit
District Administrator	\$10,000
District Administrator	\$10,000
District Administrator	\$ 5,000
District Office	\$ 2,000
District Office	\$ 1,000
Principal	\$ 1,000
School Office	\$ 500
Principal	\$ 1,000
School Office	\$ 500
Principal	\$ 1,500
School Office	\$ 1,000
Principal	\$ 1,000
School Office	\$ 500
Principal	\$ 1,000
Principal	\$ 1,000
School Office	\$ 1,000
Athletics Director	\$ 1,000
Athletics Office	\$ 3,000
Principal	\$ 1,000
School Office	\$ 500
Tech Director	\$ 5,000
Tech Director	\$ 5,000
Operations Director	\$ 2,000
Transportation Director	\$ 2,000
Food Service Director	\$ 1,000
School to Career/School Store Coord.	\$ 750

Daycare Director	\$ 1,000
Communication Office	\$ 500