

**Forest Hills Public Schools**  
**District Purchase Card Information**

The District participates in the MSBO Purchasing Card Consortium. The following link will direct you to the consortium website: <http://www.msbo.org/michigan-purchasing-card-consortium>. The District utilized the 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. The purchase card activity is monitored very closely. 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 one percent or more on all purchases. The District maintains two cards with higher credit limits for paying larger bills in an attempt to maximize this rebate.

<b>Cardholder</b>	<b>Credit Limit</b>
Bus. Office – Payables	\$ 75,000.00
Bus. Office – Purchasing	\$ 75,000.00
Business Office	\$ 35,000.00
Business Office	\$ 20,000.00
Business Office	\$ 5,000.00
Child Care Office	\$ 5,000.00
Communications Office	\$ 5,000.00
Community & Aquatics	\$ 2,500.00
Fine Arts Center	\$ 5,000.00
Human Resources Office	\$ 10,000.00
Instruction Office	\$ 45,000.00
Instruction Office	\$ 30,000.00
Instruction Office	\$ 10,000.00
Operations Office	\$ 10,000.00
Operations Office	\$ 5,000.00
Operations Office	\$ 5,000.00
Student Services Office	\$ 25,000.00
Superintendent’s Office	\$ 10,000.00
Technology Office	\$ 40,000.00
Technology Office	\$ 20,000.00
Transportation Office	\$ 10,000.00

<b>Cardholder</b>	<b>Credit Limit</b>
Principal	\$ 15,000.00
Principal	\$ 15,000.00
Principal	\$ 15,000.00
Principal	\$ 10,000.00
Athletic Director	\$ 15,000.00
Athletic Director	\$ 15,000.00
Athletic Director	\$ 15,000.00