# 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 utilizes 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 1 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.

Last Updated: November 2018

| Cardholder | Credit Limit |
|---|---|
| Bus. Office- Payables | $50000 |
| Bus. Office- Purchasing | $50000 |
| Business Office | $5000 |
| Business Office | $5000 |
| Technology Office | $20000 |
| Technology Office | $10000 |
| Operations Office | $10000 |
| Operations Office | $10000 |
| Operations Office | $10000 |
| Transportation Office | $5000 |
| Human Resources Office | $5000 |
| Supervisor, Child Care | $5000 |
| Instruction Office | $20000 |
| Instruction Office | $1500 |
| Student Services Office | $2000 |
| Superintendent's Office | $10000 |
| Community & Aquatics | $1000 |
| Athletic Director | $10000 |
| Athletic Director | $10000 |
| Athletic Director | $10000 |

| Cardholder | Credit Limit |
|---|---|
| Principal | $10000 |
| Principal | $10000 |
| Principal | $10000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |
| Principal | $5000 |