

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.

Cardholder	Credit Limit
Bus. Office- Payables	\$ 300,000
Bus. Office- Purchasing	\$ 100,000
Business Office	\$ 25,000
Business Office	\$ 20,000
Technology Office	\$ 40,000
Technology Office	\$ 20,000
Operations Office	\$ 10,000
Operations Office	\$ 10,000
Operations Office	\$ 10,000
Operations Office	\$ 5,000
Transportation Office	\$ 15,000
Human Resources Office	\$ 10,000
Supervisor, Child Care	\$ 5,000
Instruction Office	\$ 45,000
Instruction Office	\$ 20,000
Instruction Office	\$ 15,000
Instruction Office	\$ 10,000
Instruction Office	\$ 5,000
Student Services Office	\$ 5,000
Superintendent's Office	\$ 10,000
Community & Aquatics	\$ 2,500
Fine Arts Center	\$ 5,000

Cardholder	Credit Limit
Principal	\$ 20,000
Principal	\$ 15,000
Principal	\$ 15,000
Principal	\$ 15,000
Principal	\$ 10,000
Principal	\$ 10,000
Principal	\$ 10,000
Principal	\$ 10,000
Principal	\$ 10,000
Principal	\$ 10,000
Principal	\$ 10,000
Principal	\$ 10,000
Principal	\$ 10,000
Principal	\$ 10,000
Principal	\$ 10,000
Principal	\$ 10,000
Athletic Director	\$ 15,000
Athletic Director	\$ 15,000
Athletic Director	\$ 15,000