

**Oxford Community Schools
District Credit Card Information
2017/2018**

Card Type	Credit Limit*	Authorized Users	User's Limit
MasterCard	\$2,500	Bradley Bigelow	\$2,500
MasterCard	\$15,000	Central Maintenance	\$15,000
MasterCard	\$2,500	Chadwick Boyd	\$2,500
MasterCard	\$5,000	Chunchun Tang	\$5,000
MasterCard	\$5,000	Clear Lake Elementary School	\$5,000
MasterCard	\$50,000	Curriculum Department staff as authorized by Department Head	\$50,000
MasterCard	\$2,500	Dacia Beazley	\$2,500
MasterCard	\$5,000	Daniel Axford Elementary School staff as authorized by Principal	\$5,000
MasterCard	\$10,000	Denise Sweat	\$10,000
MasterCard	\$2,500	Jeffrey Brown	\$2,500
MasterCard	\$1,500	Jill Lemond	\$1,500
MasterCard	\$2,500	Jordan Ackerman	\$2,500
MasterCard	\$20,000	Joseph Kilgore	\$20,000
MasterCard	\$2,500	Karen Bissett	\$2,500
MasterCard	\$5,000	Karl Brinson	\$5,000
MasterCard	\$2,500	Ken Weaver	\$2,500
MasterCard	\$2,500	Kristy Gibson-Marshall	\$2,500
MasterCard	\$5,000	Lakeville Elementary School staff as authorized by Principal	\$5,000
MasterCard	\$5,000	Leonard Elementary School staff as authorized by Principal	\$5,000
MasterCard	\$2,500	Nancy Latowski	\$2,500
MasterCard	\$5,000	Oxford Bridges High School staff as authorized by Principal	\$5,000
MasterCard	\$75,000	Accounts Payable staff as authorized by Business Office	\$75,000
MasterCard	\$7,500	Athletics staff as authorized by Department Head	\$7,500
MasterCard	\$20,000	Child Care staff as authorized by Department Head	\$20,000
MasterCard	\$7,500	Oxford Crossroads Alternative Secondary School staff as authorized by Principa	\$7,500
MasterCard	\$10,000	Oxford CTE (Career Tech Ed) as authorized by Curriculum	\$10,000
MasterCard	\$5,000	Oxford Elementary School staff as authorized by Principal	\$5,000
MasterCard	\$30,000	Food Services staff as authorized by the Superintendent	\$30,000
MasterCard	\$20,000	Oxford High School staff as authorized by Principal	\$20,000
MasterCard	\$5,000	Christopher Gutkowski	\$5,000
MasterCard	\$2,500	Oxford High School Science staff as authorized by Principal	\$2,500
MasterCard	\$5,000	Oxford Marketing	\$5,000
MasterCard	\$7,500	Oxford Middle School staff as authorized by Principal	\$7,500
MasterCard	\$50,000	Purchasing staff as authorized by Business Office	\$50,000
MasterCard	\$5,000	Oxford Travel as authorized by Curriculum	\$5,000
MasterCard	\$20,000	Oxford Virtual Academy staff as authorized by Director	\$20,000
MasterCard	\$2,500	Paul McDevitt	\$2,500
MasterCard	\$5,000	Samuel Barna	\$5,000
MasterCard	\$2,500	Steven Wolf	\$2,500
MasterCard	\$10,000	Superintendent Office staff as authorized by the Superintendent	\$10,000
MasterCard	\$7,500	Timothy Throne	\$7,500
MasterCard	\$5,000	Tony Sarkins	\$5,000
MasterCard	\$75,000	Transportation staff as authorized by Department Head	\$75,000

* - Just as with transactions paid for by check, credit card transactions must conform to District purchasing procedures (e.g., except for situations specifically exempted, purchases of items over \$500 must be preceded by appropriate quotes and approved purchase orders).