

CHARLEVOIX PUBLIC SCHOOLS

DISTRICT CREDIT CARD INFORMATION

Card Type	Credit Limit	Athorized Users	User's Limit
VISA	\$ 2,500.00	Superintendent, Central Office Staff	Purchase requisition approval by Superintendent before each purchase that is put on the credit card.
Mastercard	\$ 5,000.00	Elementary Staff	Purchase requisition approval by Superintendent before each purchase that is put on the credit card.
Mastercard	\$ 5,000.00	Middle School Staff	Purchase requisition approval by Superintendent before each purchase that is put on the credit card.
Mastercard	\$ 10,000.00	High School Staff	Purchase requisition approval by Superintendent before each purchase that is put on the credit card.
Visa	\$ 2,500.00	Transportation	Purchase requisition approval by Superintendent before each purchase that is put on the credit card.
Mastercard	\$ 5,000.00	Transportation	Purchase requisition approval by Superintendent before each purchase that is put on the credit card.