

**HURON SCHOOL DISTRICT
DISTRICT PURCHASING CARD INFORMATION**

The District utilizes a purchasing card program for emergency purchases and also to provide flexibility in the procurement process. There are frequent instances where items can be purchased at a lower cost from an online vendor or a vendor that will not accept purchase orders. In addition, the purchasing card program allows for the purchase of perishable items that are occasionally needed on short notice by certain educational programs. Conference registration is another common use for the purchasing cards.

The cards facilitate sales tax exemption in retail situations because the District's sales tax exempt information is embossed on the card. The card program also provides a rebate to the District. The rebate is based on a percentage of purchases; the percentage applied is tiered, based on spending thresholds.

The District maintains a policy on the use of purchasing cards and requires every statement and related receipts to be reviewed and approved by an Administrator. No Administrator can approve his/her own statement.

<u>Card Type</u>	<u>Cardholder's Name</u>	<u>Type</u>	<u>Credit Limit</u>
VISA	Huron School District	Department	\$20,000