



District Credit Card Information

A report of all district-issued "credit cards" is required by law starting December 15, 2014 (MCL 388.1618(2)(h)).

It is important to note that these cards are not used like a home credit card. There is no balance that carries forward month-to-month, and the district pays no interest. These cards are used to make the purchases that keep the district running--books, paper, pens, calculators, bus parts, custodial supplies, etc. The district even has a card for paying district bills that would normally be paid with a check.

A purchasing card program works in conjunction with the purchase order system, and is treated as another payment option. Purchase cards are more secure: The cards reduce the number of checks in circulation with the district's bank account information printed on them, the cards can also be immediately shut down, purchases can be prohibited from certain vendors based on merchant codes, and they eliminate the need for petty cash boxes.

Most importantly, the district's purchase card program earns the district at least a 1.27 percent rebate on every single purchase--something a business check has never done. By effectively implementing a purchase card program, the district has earned additional money to supplement the operations of the district.

Revised 8/29/2017

Revolving Limit Card - For Business Office Payment on Invoices	
Name	Card Limit
Sheila VanOcker (Accounts Payable Technician)	\$600,000.00

Declining Balance Purchase Cards					
Name	Beginning Card Limit	Name	Beginning Card Limit	Name	Beginning Card Limit
Linda Aleo	\$ 50,000.00	Laura Konen	\$ 2,000.00	Travis Weldon	\$ 3,500.00
Brittany Barber	\$ 3,000.00	Michelle LeBlanc	\$ 5,000.00	Terrie Westman	\$ 8,000.00
Debra Briggs	\$ 3,000.00	Leesha Lee	\$ 4,000.00	Stacia Wojnaroski	\$ 4,500.00
Peter Bucholtz	\$ 82,500.00	Corrie Long	\$ 3,500.00	Cynthia Zerbe	\$ 6,000.00
Breanna Cleaves	\$ 3,000.00	Patrick Malloy	\$ 5,000.00		
Nola Cockroft	\$ 2,930.00	Kimberly Manning	\$ 5,000.00		
Erika Conley	\$ 10,000.00	Lance Mayes	\$ 5,000.00		
Jennifer Daly	\$ 10,000.00	Elizabeth McBride	\$ 3,240.00		
Lynn Davis	\$ 5,000.00	Stephanie Morgan	\$ 3,415.00		
Paula Dunn	\$ 6,500.00	Michael Patrick	\$ 2,450.00		
Lynn Freel	\$ 3,500.00	Joan Pedraza	\$ 3,434.00		
Karen Frisbie	\$ 5,000.00	John Piper	\$ 5,000.00		
D'Anne Golub	\$ 11,000.00	Marcia Pogoncheff	\$ 3,500.00		
Amy Hirschman	\$ 1,000.00	Wayne Pratt	\$ 5,000.00		
David Jolley	\$ 5,000.00	Martin Schaeding	\$ 5,000.00		
Tammy Jorden-Thelen	\$ 5,230.00	Richard VanCleave	\$ 2,500.00		