Wyoming Public Schools Purchase Card Inventory

updated 12/1/2016

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, computers, calculators, bus parts, custodial supplies, etc. The district even has a card for paying large bills like health insurance premiums, utility bills, etc.

A purchasing card program is significantly more efficient than a purchase order system. It is also more secure: The cards reduce the number of checks in circulation with the district's bank account info printed on them; the cards can also be immediately shut down, and purchases can be prohibited from certain vendors based on merchant codes; and they eliminate the need for multiple petty cash boxes.

Most importantly, the district's purchase card program earns the district at least a 1 percent rebate on every single purchase--something a purchase order has never done. By effectively implementing a purchase card program, the district has cut down on administrative overhead related to processing vendor payments and checks to the point that business office staffing has been reduced.

Cardholder	Credit Limit	Daily Limit	Single Transaction Limit
ACCOUNTS PAYABLE*	$ 229,000.00	$ 100,000.00	$ 100,000.00
PRINCIPAL	$ 5,000.00	$ 2,500.00	$ 1,000.00
ROBOTICS TEAM ADVISOR	$ 5,000.00	$ 2,500.00	$ 1,000.00
TECH DEPARTMENT STAFF	$ 10,000.00	$ 5,000.00	$ 5,000.00
ADMINISTRATOR	$ 5,000.00	$ 2,500.00	$ 1,000.00
PROGRAM OFFICE	$ 5,000.00	$ 2,500.00	$ 1,000.00
ROBOTICS TEAM ADVISOR	$ 5,000.00	$ 2,500.00	$ 1,000.00
PRINCIPAL	$ 5,000.00	$ 2,500.00	$ 1,000.00
MAINTENANCE	$ 10,000.00	$ 5,000.00	$ 5,000.00
DIRECTOR	$ 10,000.00	$ 5,000.00	$ 5,000.00
BUS GARAGE	$ 10,000.00	$ 5,000.00	$ 5,000.00
SCHOOL OFFICE	$ 7,500.00	$ 5,000.00	$ 5,000.00
PRINCIPAL	$ 5,000.00	$ 5,000.00	$ 1,000.00
DIRECTOR	$ 20,000.00	$ 10,000.00	$ 5,000.00
DIRECTOR	$ 5,000.00	$ 2,500.00	$ 1,000.00
PRINCIPAL	$ 5,000.00	$ 2,500.00	$ 1,000.00
BUSINESS OFFICE STAFF	$ 5,000.00	$ 2,500.00	$ 1,000.00
PRINCIPAL	$ 20,000.00	$ 10,000.00	$ 5,000.00
PRINCIPAL	$ 5,000.00	$ 2,500.00	$ 1,000.00
TECH DEPARTMENT STAFF	$ 5,000.00	$ 2,500.00	$ 1,000.00
PRINCIPAL	$ 5,000.00	$ 2,500.00	$ 1,000.00
PRINCIPAL	$ 20,000.00	$ 10,000.00	$ 5,000.00
TECH DEPARTMENT STAFF	$ 12,500.00	$ 5,000.00	$ 2,500.00
ADMINISTRATOR	$ 5,000.00	$ 5,000.00	$ 1,000.00
MEDIA CENTER	$ 5,000.00	$ 5,000.00	$ 5,000.00
PRINCIPAL	$ 5,000.00	$ 2,500.00	$ 1,000.00
PRINCIPAL	$ 20,000.00	$ 10,000.00	$ 5,000.00
SCHOOL OFFICE	$ 7,500.00	$ 5,000.00	$ 5,000.00
SCHOOL OFFICE	$ 7,500.00	$ 5,000.00	$ 5,000.00
CENTRAL OFFICE	$ 5,000.00	$ 2,500.00	$ 1,000.00
ADMINISTRATOR	$ 5,000.00	$ 2,500.00	$ 1,000.00
TEAM 21	$ 10,000.00	$ 5,000.00	$ 2,500.00
DIRECTOR	$ 5,000.00	$ 2,500.00	$ 1,000.00
ADMINISTRATOR	$ 5,000.00	$ 2,500.00	$ 1,000.00
SCHOOL OFFICE	$ 12,000.00	$ 6,000.00	$ 4,000.00
WPHS THEATRE COMPANY	$ 5,000.00	$ 2,500.00	$ 1,000.00
PROGRAM OFFICE	$ 10,000.00	$ 5,000.00	$ 5,000.00
SCHOOL OFFICE	$ 20,000.00	$ 10,000.00	$ 5,000.00
ATHLETICS OFFICE	$ 5,000.00	$ 5,000.00	$ 5,000.00
SCHOOL OFFICE	$ 20,000.00	$ 10,000.00	$ 5,000.00
SCHOOL OFFICE	$ 20,000.00	$ 10,000.00	$ 5,000.00

**Card available to pay large invoices to earn maximum rebates.*