

Rockford Public Schools Purchase Card Inventory

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.

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. Most importantly, the purchase card program earns the district a 1% rebate on every 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.

Cardholder	Credit Limit
Business Office Payables*	\$ 500,000.00
District Administrator	\$ 8,000.00
District Administrator	\$ 10,000.00
District Administrator	\$ 5,000.00
District Administrator	\$ 2,000.00
Athletic Office Administrator	\$ 2,000.00
Childcare Administrator	\$ 2,000.00
Food Service Administrator	\$ 2,000.00
Maintenance Adminstrator	\$ 5,000.00
Maintenance Office Payable	\$ 20,000.00
Special Services Administrator	\$ 2,000.00
Student Activities Coordinator	\$ 2,000.00
Technology Administrator	\$ 2,000.00
Principal	\$ 2,000.00
Principal	\$ 2,000.00
Principal	\$ 2,000.00
Principal	\$ 2,000.00
Principal	\$ 2,000.00
Principal	\$ 2,000.00
Principal	\$ 2,000.00
School Office	\$ 2,000.00
School Office	\$ 2,000.00
School Office	\$ 2,000.00
School Office	\$ 2,000.00
Science Curriculum Dept.	\$ 2,000.00
Preschool Teacher	\$ 2,000.00
Living Skills Teacher	\$ 2,000.00
Living Skills Teacher	\$ 2,000.00
Living Skills Teacher	\$ 2,000.00
Tech Ed Teacher	\$ 2,000.00

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