

Rockford Public Schools District Purchase Card Information

The District utilizes purchase cards as a means for streamlining the purchasing process. This process provides an efficient and secure method for acquiring goods and services. The District does not carry any balance on the purchasing cards from month-to-month and pays no interest as a result. Purchase card activity is monitored very closely. All purchases are well documented and must go through the proper approval process.

In addition to improving purchasing procedures, the District can earn a rebate of 1% or more on all purchases. The District maintains three cards with higher credit limits for paying larger bills in an attempt to maximize this rebate.

Cardholder	Credit Limit
Bus. Office Payables	1,500,000
Bus. Office -Purchasing	500,000
Bus. Office-Bond	500,000
Instruction Office	15,000
Instruction Director	2,000
Technology Office	2,000
Operations Office	15,000
Operations Director	2,000
Human Resources	12,000
Child Care Supervisor	10,000
Spec Education Dir.	2,000
Superintendent	8,000
Athletic Director	2,000
Athletic Dir. Middle School	2,000
Athletic Dir. Middle School	2,000
Auditorium Director	2,000
Special Services Office	2,000
Special Services Teacher	2,000
Special Services Teacher	2,000
Special Services Teacher	2,000
Special Services Teacher	2,000
Special Services Teacher	2,000
Special Services Teacher	2,000

Cardholder	Credit Limit
Principal	2,000
Principal	2,000
Principal	2,000
Principal	2,000
Principal	2,000
Principal	2,000
Principal	2,000
Principal	2,000
Principal	2,000
Principal	2,000
Principal	2,000
Principal	15,000
Building Secretary	2,000
Building Secretary	2,000
Wood Tech	2,000
Wood Tech	2,000
Food Service	2,000
Family & Consumer Skills	2,000
Family & Consumer Skills	2,000
Family & Consumer Skills	2,000
Family & Consumer Skills	2,000