

CHIPPEWA HILLS PUBLIC SCHOOL

DISTRICT CREDIT CARD INFORMATION

updated Dec 2016

Card Type	Credit Limit	Authorized Users	User's Limit	Last 4 Digits of Card	
American Express	\$165,000	Superintendent	\$165,000	***4	***
American Express		Director of Finance		***8	
Staples	\$29,000	Superintendent	\$29,000	***7	
VISA	\$26,500	Superintendent	\$26,500	***9	
Walmart	\$4,400	Superintendent/Principals	\$4,400	***1	

***This card is used to pay other vendor invoices to receive a 1% return on our payments. It is not used as a credit card for individual purchases.

ALL CREDIT CARDS ARE STORED IN A VAULT IN CENTRAL OFFICE. INDIVIDUAL STAFF ARE ONLY ABLE TO USE THE CARD UPON APPROVAL OF THE SUPERINTENDENT OR DIRECTOR OF FINANCE IN THE SUPERINTENDENT'S ABSENCE.

NO EMPLOYEE HAS THE CARD IN THEIR POSSESSION OR DO THEY KNOW THE CARD NUMBERS. APPROVAL MUST BE RECEIVED FROM CENTRAL OFFICE ON ALL PURCHASES.