

# CHIPPEWA HILLS PUBLIC SCHOOL

## DISTRICT CREDIT CARD INFORMATION

updated Nov 2017

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	
VISA	\$26,500	Superintendent	\$26,500	***4	
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.