



OWOSSO PUBLIC SCHOOLS

Ready for the World

District Credit Card Information

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 cards. There is no balance that is carried forward from month-to-month and therefore the district does not pay any interest. These cards are used to make purchases that keep the district running efficiently and effectively and are used in conjunction with specific processes and procedures to safeguard them from any misuse or fraud. In fact, the cards are customized for the use of the department to which they are assigned thereby rejecting transactions at the time of use that are not within the typical scope of purchases made by that department.

Purchases made using the credits are subject to similar scrutiny and authorizations procedures that are used when issuing purchase orders and checks but also allow the extra feature of any returns automatically being credited back to the district. It also results in fewer checks being issued which allows for easier reconciliation and minimizing the number of checks issued showing the account information of the district.

In addition, to providing a safe, secure, efficient way of making purchases, the purchases made through this program earn the District an annual rebate. By carefully and effectively implementing a purchase card program, the district has earned additional money to supplement the resources available for activities in the classroom.

NAME ON CARD	AUTHORIZED USERS*	CARD LIMIT
JOE HICKEY	Joe Hickey	\$1,000.00
BEN COBB	Ben Cobb	\$1,000.00
BRIGHT BEGINNINGS	Principal, Secretary, Select employees	\$2,000.00
BRIGHT BEGINNINGS OFFICE	Principal, Secretary, Select employees	\$2,000.00
BRYANT ELEMENTARY	Principal, Secretary, Select teachers	\$2,000.00
CENTRAL OFFICE	Julie Omer, Used to pay invoices	\$100,000.00
CENTRAL ELEMENTARY	Principal, Secretary, Select teachers	\$1,000.00
CTE CONSTRUCTION TRADES	Construction Trades teacher	\$1,500.00
CTE CULINARY ARTS	Culinary Arts Teacher	\$1,500.00
DAN CLARK	Dan Clark	\$1,000.00
DISTRICT TRAVEL	Central Office staff	\$15,000.00
EMERSON ELEMENTARY	Principal, Secretary, Select employees	\$1,000.00
FOOD SERVICE	Director of Food Service, Select employees	\$1,000.00
FRED LAB	Fred Lab	\$500.00
JOHN QUICK	John Quick	\$3,000.00
LINCOLN HIGH SCHOOL	Principal, Secretary, Select employees	\$1,000.00
MIKE GRAHAM	Mike Graham	\$5,000.00
OPERATIONS DEPT	Director of Operations, Select employees	\$15,000.00
OWOSSO HIGH SCHOOL	Principal, Secretary, Select employees	\$5,000.00
OWOSSO HIGH SCHOOL 2	Principal, Secretary, Select employees	\$5,000.00
OWOSSO MIDDLE SCHOOL	Principal, Secretary, Select employees	\$2,000.00
OWOSSO PUBLIC SCHOOLS	Central Office staff	\$75,000.00
SWIM PROGRAM	Pam Coe	\$1,000.00
TECHNOLOGY DEPT	Technology department staff	\$1,000.00

* Users are required to sign an agreement acknowledgement their financial and personal responsibility prior to becoming an authorized user. Cards are safeguarded and checked out when needed, if not issued to a specific user.