

Chatfield School Credit Card Listing

Chatfield School has school credit cards that are used for the purchase of school materials.

Authorized staff members have access to use these credit cards and must follow all Board policies and practices in their use.

- Must obtain written permission from one of the school directors.
- Must obtain the card from a school director.
- Can only make a purchase of the approved items from the preapproved vendor for the preapproved amount as signed by the Director.
- Staff need to make sure that state sales tax is not included in the total expenditure.
- Staff must return the credit card and receipt to the school director, sign in the card with a receipt.

Card Type	Credit Limit	Authorized User	User Limit
Visa	\$35,000	Staff who have preauthorized purchase form signed by a school director.	The amount on the signed purchase form.
Home Depot	\$500	Staff who have preauthorized purchase form signed by a school director.	The amount on the signed purchase form.
Kroger	\$1,000	Staff who have preauthorized purchase form signed by a school director.	The amount on the signed purchase form.
Office Depot	\$5,000	Staff who have preauthorized purchase form signed by a school director.	The amount on the signed purchase form.
Gordon Food Service	\$2,000	Staff who have preauthorized purchase form signed by a school director.	The amount on the signed purchase form.
Wal Mart	\$2,500	Staff who have preauthorized purchase form signed by a school director.	The amount on the signed purchase form.

