



PROPOSED AGENDA ITEM

MEETING DATE: February 26, 2009

SUBJECT: VISA procurement card- Danielle Wilber

DESCRIPTION:

Policy 625-Procurement Cards authorize the use of procurement cards for permissible purchases and vendor payments according to the user agreement rules and practices.

Card to be issued to Danielle Wilber, Art & Design Instructor- with a declining annual spending limit of \$2,500 through June 30, 2009

RECOMMENDATION:

Motion to approve issuance of a VISA procurement card to Danielle Wilber, ADS-Instructor, as permitted by policy and procedure, with a \$2,500 declining spending limit