



PROPOSED AGENDA ITEM

MEETING DATE: September 25, 2008

SUBJECT: VISA procurement card- Robin Grimes

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 Literacy Instructor-Robin Grimes- declining annual limit of \$5,000

RECOMMENDATION:

Motion to approve issuance of a VISA procurement card to Robin Grimes, Literacy Instructor, as permitted by policy and procedure, with a \$5,000 annual spending limit

ERIE COUNTY TECHNICAL SCHOOL

Card Holder	Default Account Allocation		08-09
			card limit
			Monthly Limit
1 Camp	2380-610-100-40	Admin- RCTC - supplies	10,000 B
2 DiPlacido	1442-610	CAEP- supplies	2,500 B
3 Donnell	2600-626	Maintenance supplies/gas/diesel	2,500 B
4 Fatica	2830-610	HQR- supplies	10,000 B
5 Fritz	2500-610	Business - supplies	50,000 B
6 Tarasovitch	2380-610	Principal-supplies	10,000 B
7 Harpst	2380-610	Principal- supplies	2,500 B
8 Heubel	2122-610-000-00-000-004	Pupil Personnel- supplies-office	2,500 B
9 Hodas	1442-610	Alternative Education -supplies	2,500 B
10 Holland	1380-610-000-00-000-294	Instructional support-supplies	10,000 B
11 Hough	10-2818-618	Information Systems- supplies	2,500 B
12 Jackson	2360-610	Director- supplies	10,000 B
13 Kalinowski	1610-610-100-40	RCTC supplies	10,000 B
14 Kennerknecht	2260-610	Curriculum Development- staff dev supplies	15,000 B
15 Lasher	2122-610	Pupil Personnel - supplies	2,500 B
16 Palloto	10-0133	Due from Food Service	20,000 B
17 Sceiford	2600-610	Maintenance-supplies	25,000 B
18 Schumacher	2122-610-260-40	Pupil Personnel - NC NO - supplies	2,500 B
19 Smith	2818-618	Technology -supplies	10,000 B
			Annual Limit
20 Balsiger	1380-610-000-00-000-270	Auto Body-supplies	10,000 D
21 Brockman	1380-000-00-000-000-271	Auto Tech- supplies	6,500 D
22 Carr	1390-610	Professional Standards	2,000 D
23 Craft	1320-610	Hospitality and Tourism supplies	8,000 D
24 Cyphert	1380-610-000-00-000-279	Metal Fabrication- supplies	13,000 D
25 Erdman	1341-610	Child Care-Supplies	10,000 D
26 Grimes	1390-610	Other programs-supplies (literacy)	5,000 D
27 Grossman	10-0133	Due from Food Service	5,000 D
28 Hamilton	1390-610	Math supplies	1,000 D
29 Hewitt	1370-610-000-00-000-261	Computer Programming-supplies	5,400 D
30 Hofmeister	1380-610-000-00-000-275	Electrical Engineering-supplies	8,300 D
31 Lucarotti	1380-610-000-00-000-273	Cosmetology-supplies	18,000 D
32 Lytle	1380-610-000-00-000-272	Construction Trades-supplies	7,500 D
33 Massello	1380-610-000-00-000-278	Facility Engineering-supplies	7,000 D
34 Matthews	1380-610-000-00-000-265	Commercial Art-supplies	9,000 D
35 Michalak	1380-000-00-000-000-271	Auto-Tech-supplies	6,500 D
36 Mientkiewicz	1370-610-000-00-000-263	Electronics-supplies	4,000 D
37 Oakes	10-0133	Due from Food Service	5,000 D
38 Palo	2122-610	Pupil Personnel-Guidance-supplies	4,000 D
39 Salorino	1380-610-000-00-000-266	Graphics-supplies	10,000 D
40 Sargent	1370-610-000-00-000-262	Drafting-supplies	4,000 D
41 Shaffer	2600-626	School Car - gasoline purchases	4,000 D
42 Sorensen	2122-610	Recruiting supplies	5,000 D
43 States	1330-610	Health Assistant-supplies	8,000 D
44 Suprynowicz	1380-610-000-00-000-276	Plastics- supplies	6,000 D
45 Yanosko	1380-610-000-00-000-272	Construction Trades-supplies	7,500 D
46 Zimmermann	1370-610-000-00-000-264	Networking -supplies	5,000 D
47 Erdman	10-0132	Due from SkillsUSA	25,000 D