



PROPOSED AGENDA ITEM

MEETING DATE: October 28, 2010

SUBJECT: VISA procurement card- Sam Steever

DESCRIPTION:

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

The VISA Card to be issued to Sam Steever, AUT instructor- with an annual spending limit of \$8,700 for the main purpose of purchasing supplies

RECOMMENDATION:

Motion to approve issuing a VISA procurement card to Sam Steever, AUT instructor- with a 2010-2011 annual spending limit of \$8,700