



PROPOSED AGENDA ITEM

MEETING DATE: November 22, 2011

SUBJECT: VISA procurement card- Justin Tech

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.

The VISA Card to be issued to Justin Tech, Food Service Manager, with a monthly spending limit of \$20,000 for the purpose of purchasing food and supplies for the ECTS Food Service and Culinary operations

(Justin Tech is the manager through our contract with Fort LeBoeuf School District)

RECOMMENDATION:

Motion to approve issuing a VISA procurement card to Justin Tech, Food Service Manager, with a monthly spending limit of \$20,000