



PROPOSED AGENDA ITEM

MEETING DATE: January 24, 2013

SUBJECT: Jones and Von Volkenburg VISA purchasing cards

SUBMITTED BY: Marcia D. Jones

DESCRIPTION:

A VISA Purchasing Card was issued to Marcia Jones, Business Manager, in November 2012. The monthly spending limit was set at \$20,000 with a default account code of 10-2500-610. This was the same limit and default account code as Mr. Fritz.

A VISA purchasing card needs to be issued to Del Von Volkenburg, Facilities Manager, on or after February 13, 2013. The monthly spending limit will be set at \$15,000 with a default account code of 10-2600-610. This will be a lower limit and same default account code as Mr. Sceiford.

RECOMMENDATION:

Motion to approve the Marcia Jones and Del Von Volkenburg as a VISA purchasing card users and with monthly spending limits of \$20,000 and \$15,000 respectively