



PROPOSED AGENDA ITEM

MEETING DATE: August 25, 2016

SUBJECT: VISA card approval for Susan Tatalone, RCTC Supervisor

SUBMITTED BY: Terri Birchard

DESCRIPTION: Susan Tatalone has been hired to supervise the evening RCTC program. Given the purchasing activities associated with this position, she will need access to a school VISA purchasing card.

RECOMMENDATION: Motion to approve a VISA card for Susan Tatalone with a monthly renewable limit of \$5,000 per month for 2016-2017 for RCTC program purchases