



PROPOSED AGENDA ITEM

MEETING DATE: September 22, 2016

SUBJECT: VISA card approval for Andrew Fair, Technology Technician

SUBMITTED BY: Terri Birchard

DESCRIPTION: Andrew Fair was hired as a full-time technology technician last fiscal year. Since there will be times when parts or supplies may be needed when the IT Director is no available, he will need access to a school VISA purchasing card.

RECOMMENDATION: Motion to approve a VISA card for Andrew Fair with an annual spending limit of \$3,000 for 2016-2017