



PROPOSED AGENDA ITEM

MEETING DATE: December 18, 2018

SUBJECT: Additional VISA limits through June 30, 2018

SUBMITTED BY: Terri L. Birchard, Business Manager

DESCRIPTION: For the 2018-2019 school year, VISA purchasing card limits for the instructors were decreased.

Two instructors have requested additional increases through the remainder of the school year due to program activities. These increases will still remain within the approved budget amounts for these two programs.

Donna Erdman, Early Childhood Education, administers the Tech-Tykes pre-school program through her instructional lab. Often the pre-school has unexpected needs that aren't able to be accommodated in the regular purchasing cycles.

Kayla Noonan, Cosmetology, has been approved by the JOC to take a multi-day field trip with all of her students to Chicago in March 2019. While on this trip, the instructor should have access to a card should any emergencies arise.

RECOMMENDATION: Motion to increase the VISA purchasing levels for 2018-2019 by \$5,000 each for the Early Childhood Education and Cosmetology programs