



PROPOSED AGENDA ITEM

MEETING DATE: December 21, 2021

SUBJECT: Additional VISA limits through June 30, 2022

SUBMITTED BY: Jessica I. Garnica, Business Manager

DESCRIPTION: For the 2021-2022 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 and supply shortages. These increases will still remain within the approved budget amounts for these two programs.

Travis Woodburn, Skills Advisor, administers the NTHS and SkillsUSA snack cart.

Jessica Warren, Culinary Arts, with supplier shortages happening with food they have had to increase the amount of food purchased from an outside source that is not the usual food vendor.

RECOMMENDATION: Motion to increase the VISA purchasing levels for 2021-2022 by \$5,000 each.