



PROPOSED AGENDA ITEM

MEETING DATE: December 20, 2022

SUBJECT: Additional VISA limits through June 30, 2023

SUBMITTED BY: Jessica I. Garnica, Business Manager

DESCRIPTION: Sports Therapy & Exercise Science instructor has requested an increase through the remainder of the school year. She has a new program and utilized her credit card to make start-up costs expenses. She would like the \$3,000 back in her card to use her budgeted money to replenish supplies.

RECOMMENDATION: Motion to increase the VISA purchasing levels to STS instructor by \$3,000