

Finance Committee November 25, 2008

Credit Cards Recommendation;

Reduce number of Credit Cards from 42 to 14

Provide Credit Cards to the Following:

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| • Superintendents Office | 1 |
| • Business Office | 2 |
| • Purchasing Office | 1 |
| • Buildings & Grounds & Staff | 10 |

Open a direct corporate account with Enterprise Car Rental for Athletics & Co-curricular to eliminate need to use purchase cards.

- Rental Cars for sports such as Golf, Cross Country and sectional qualification are the most cost effective method of transportation.

Conference registrations & lodging will be charged to central office purchase cards, payment will be accomplished by faxing authorization directly to Hotels.

Analyze and evaluate methods to improve the efficiency and effectiveness of the purchase order and requisition systems through automation and electronic means. Centralize the purchasing function to take advantage of cross training and expediency in central office.