

Memorandum from the Business Office:

Board of Directors & Administration:

The following action has been taken in regard to the credit card proposal presented at the November 18, 2008 Finance Committee Meeting:

- Purchasing Department has been moved from the Tab Building to the Curwen Building
- Application is being made to Enterprise Rent a Car for a direct bill contract regarding Vehicles used for sports and co-curricular activities.
- 2 Credit Cards have been cancelled
- 27 Credit Cards are being returned to the Business Office where they will be held & secured.
- They will distributed on an as need basis for Conferences and Seminars.
- We have established a sign in & out system to track the cards.
 - Of those 27 cards, an evaluation will be performed to determine if we can reduce the number further.
- 14 Credit Cards will remain in the district
 - Business Office 2
 - Purchasing 1
 - Superintendents Office 1
 - Maintenance 10

Respectfully Submitted,

J Petter Turnquist CPA
Business Administrator