

**Traverse City Area Public Schools
District Credit Card Information
As of November 15, 2022**

| Authorized Users | Number of Card Holders | Card Type | Per Transaction Limit | Total Credit Card Limit |
|--|-------------------------------|------------------|------------------------------|--------------------------------|
| Various Employees | 553 | Master Card | \$400 - \$6,500 | \$400 - \$22,000 |
| Superintendent | 1 | Master Card | \$2,000 | \$5,000 |
| Assistant Superintendent of Finance and Operations | 1 | Master Card | \$3,000 | \$5,000 |
| Associate Superintendent of Curriculum and Instruction | 1 | Master Card | \$1,000 | \$2,000 |
| Associate Superintendent of Labor Relations and Legal Services | 1 | Master Card | \$2,000 | \$5,000 |
| Executive Director of Marketing and Communications | 1 | Master Card | \$2,000 | \$5,000 |
| Executive Director of School Improvement and Innovative Programs | 1 | Master Card | \$3,000 | \$3,000 |
| Executive Director of Special Education | 1 | Master Card | \$5,000 | \$6,000 |
| Executive Director of Student Achievement | 1 | Master Card | \$6,000 | \$8,000 |
| Accounts Payable Clerk | 1 | Master Card | \$37,000 | \$75,000 |
| Purchasing Manager | 1 | Master Card | \$15,000 | \$40,000 |
| Director of Business Services | 1 | Master Card | \$3,000 | \$5,000 |
| Director of Capital Projects | 1 | Master Card | \$5,000 | \$10,000 |
| Director of Finance | 1 | Master Card | \$5,000 | \$6,000 |
| Director of Food Service | 1 | Master Card | \$10,000 | \$20,000 |
| Director of Human Resources | 1 | Master Card | \$2,000 | \$2,000 |
| Director of Learning, Enrichment, and Athletic program | 1 | Master Card | \$5,000 | \$10,000 |
| Director of Licensed Child Care | 1 | Master Card | \$2,000 | \$15,000 |
| Director of Printing Department | 1 | Master Card | \$10,000 | \$30,000 |
| Director Transportation and Maintenance | 1 | Master Card | \$10,000 | \$25,000 |
| Director of Technology | 1 | Master Card | \$5,000 | \$5,000 |
| Assistant Director of Technology | 1 | Master Card | \$5,000 | \$10,000 |
| Assistant Director of Transportation | 1 | Master Card | \$2,500 | \$5,000 |
| Creative Services Manager | 1 | Master Card | \$6,000 | \$8,000 |
| Marketing and Communications Manager | 1 | Master Card | \$3,000 | \$6,000 |
| Network Systems Manager | 1 | Master Card | \$5,000 | \$15,000 |
| Operations Manager | 1 | Master Card | \$8,000 | \$20,000 |
| Operations Manager | 1 | Master Card | \$5,000 | \$15,000 |
| Operations Manager | 1 | Master Card | \$9,000 | \$30,000 |
| Security Systems Manager | 1 | Master Card | \$5,000 | \$20,000 |
| Transportation and Facility Manager | 1 | Master Card | \$7,000 | \$15,000 |
| Fleet Manager | 1 | Master Card | \$5,000 | \$50,000 |
| Transportation Manager | 1 | Master Card | \$3,000 | \$5,000 |
| Executive Assistant - Superintendent | 1 | Master Card | \$10,000 | \$20,000 |
| Executive Assistant - Board Recording Secretary and Health Resource Advocate | 1 | Master Card | \$1,000 | \$2,000 |
| Executive Assistant - Curriculum | 1 | Master Card | \$3,500 | \$15,000 |
| Executive Assistant - Finance | 1 | Master Card | \$10,000 | \$20,000 |
| Executive Assistant - Human Resources | 1 | Master Card | \$2,500 | \$5,000 |
| Curriculum Coordinator | 1 | Master Card | \$6,000 | \$15,000 |
| Music Coordinator | 1 | Master Card | \$10,000 | \$20,000 |
| Student Service Network Coordinator | 1 | Master Card | \$6,000 | \$15,000 |
| Technology Coordinator | 1 | Master Card | \$20,000 | \$50,000 |
| Athletic Director | 1 | Master Card | \$5,500 | \$10,000 |
| Athletic Director | 1 | Master Card | \$8,500 | \$10,000 |
| Administrative Assistant - Athletics | 1 | Master Card | \$5,000 | \$10,000 |
| Administrative Assistant - Athletics | 1 | Master Card | \$6,000 | \$15,000 |
| Administrative Assistant - Capital Projects | 1 | Master Card | \$2,000 | \$6,000 |
| Administrative Assistant - Curriculum Materials | 1 | Master Card | \$4,000 | \$10,000 |
| Administrative Assistant - High school | 1 | Master Card | \$4,000 | \$10,000 |
| Administrative Assistant - High school | 1 | Master Card | \$5,000 | \$10,000 |
| Administrative Assistant - High school | 1 | Master Card | \$10,000 | \$40,000 |
| Administrative Assistant - Music | 1 | Master Card | \$10,000 | \$20,000 |
| Administrative Assistant - Operations | 1 | Master Card | \$1,000 | \$2,000 |
| Administrative Assistant - School Effectiveness | 1 | Master Card | \$2,000 | \$3,000 |