



# SUFFIELD PUBLIC SCHOOLS

Suffield, Connecticut

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**DATE:** December 12, 2019

**TO:** Tim Van Tasel

**FROM:** Bill Hoff

**RE:** P-Card

The Board of Education previously approved the district having a credit card. However, credit cards need to be issued in someone's name which was typically the Superintendent. We currently do not have a credit card due to changing Superintendents. In addition, we had only one credit card with a single overall limit so it could not be used by individuals who needed to make regular small purchases. Due to the number of online purchases, subscriptions requiring a credit card and small purchases made for maintenance and classes, the district needs to have a card available.

The P-card, while similar to a credit card in use, allows much more flexibility to have multiple users with multiple credit limits under a single account. The P-card is issued by the Bank of Montreal through an affiliation with CASBO.

Once issued, we will be able to have cards for all the individuals who may have a need. These initially would include:

- a. Business Office
- b. Maintenance
- c. Agriscience
- d. Food and Consumer Science
- e. Technology

The credit limits will be maintained by the Business Office and can be set by overall limit and by individual purchase. Determination of specific credit limits will be in collaboration with the Superintendent. The maintenance will be done online so that it can be adjusted quickly should there be an immediate need.

The benefits of the P-card include:

- a. Reducing the use of personal cards for purchases and particularly subscriptions
- b. Security as each card will have its own number rather than a shared number that many have access to
- c. Control over purchase amounts through credit limits
- d. Better tracking of purchases by individuals making reconciliation of purchases made on cards easier

Based on the need and the benefits of the P-card, I recommend the board approve allowing the district to apply for a P-card.