



**CHELSEA**  
SCHOOL DISTRICT

**BUSINESS OFFICE**  
500 Washington Street  
Chelsea, MI 48118  
P: 734.433.2208  
F: 734.433.2218  
[www.chelsea.k12.mi.us](http://www.chelsea.k12.mi.us)

**2024/2025 District Credit Card Information**

<b>Authorized Individual</b>	<b>Position</b>	<b>Type of Card</b>	<b>Credit Limit</b>	<b>Last 4 Digits of Credit Card</b>
Barth, Sarah	Early Childhood Director	MasterCard/Purchasing Card	2,000	0209
Burris, Jacob	Maintenance	MasterCard/Purchasing Card	2,000	9062
Ceo, Matthew	Principal BMS	MasterCard/Purchasing Card	2,000	7839
Clor, Amanda	Principal CHS	MasterCard/Purchasing Card	2,000	6444
Cunningham, Matthew	Athletic Director/Asst Principal	MasterCard/Purchasing Card	2,000	9318
Darby, Nicole	CFO	MasterCard/Purchasing Card	2,000	8884
Franco, Andrea	Assistant Principal CHS	MasterCard/Purchasing Card	2,000	9165
Hilla, Michelle	Director of Curriculum	MasterCard/Purchasing Card	2,000	6793
Horton, Corrina	Transportation Supervisor	MasterCard/Purchasing Card	2,000	8180
Kaemming, Marcus S	Assistant Superintendent of Human Resource	MasterCard/Purchasing Card	2,000	5843
Kapolka, Michael	Superintendent	MasterCard/Purchasing Card	2,000	4531
Morris, Jason	Asst Athletic Director/Dean of Students	MasterCard/Purchasing Card	2,000	7725
Nickel, Lisa L	Director of Special Education	MasterCard/Purchasing Card	2,000	9700
Potgiesser, Ross	Director of Operations	MasterCard/Purchasing Card	2,000	1202
Rathburn, Jack	Maintenance	MasterCard/Purchasing Card	2,000	2349
Schilt, Adam	Assistant Principal BMS	MasterCard/Purchasing Card	2,000	8666
Spencer, Ryan	Director of Technology	MasterCard/Purchasing Card	2,000	8038
Spisich, Katie L	Principal	MasterCard/Purchasing Card	2,000	6259
Thomson, Andrew	Community Rec Coordinator	MasterCard/Purchasing Card	2,000	3315
Wescott, Casey	Principal	MasterCard/Purchasing Card	2,000	6316

NOTE: When necessary, credit card limits are increased on a temporary basis for major purchases. In any case, credit limits are not authorized in excess of \$5,000 pursuant to Board Policy 6423