

**Traverse City Area Public Schools  
District Credit Card Information  
As of November 15, 2024**

Authorized Users	Number of Card Holders	Card Type	Per Transaction Limit	Total Credit Card Limit
Various Employees	531	Master Card	\$400 - \$10,000	\$400 - \$20,000
Superintendent	1	Master Card	\$2,000	\$5,000
Assistant Superintendent of Finance and Operations	1	Master Card	\$2,000	\$5,000
Associate Superintendent of Labor Relations and Legal Services	1	Master Card	\$2,000	\$5,000
Chief Academic Officer - Elementary	1	Master Card	\$6,000	\$10,000
Chief Academic Officer - Secondary	1	Master Card	\$6,000	\$10,000
Executive Director of Communications	1	Master Card	\$2,000	\$5,000
Executive Director of Special Education	1	Master Card	\$5,000	\$6,000
Executive Director of Technology	1	Master Card	\$5,000	\$5,000
Accounts Payable Clerk	1	Master Card	\$37,000	\$60,000
Purchasing Manager	1	Master Card	\$15,000	\$40,000
Director of Business Services	1	Master Card	\$3,000	\$5,000
Director of Capital Projects and Planning	1	Master Card	\$5,000	\$10,000
Director of Curriculum and Instruction	1	Master Card	\$2,000	\$6,000
Director of Facilities	1	Master Card	\$10,000	\$30,000
Director of Finance	1	Master Card	\$5,000	\$6,000
Director of Food and Nutrition Services	1	Master Card	\$10,000	\$20,000
Director of Human Resources	1	Master Card	\$1,000	\$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	\$8,000
Director of Printing Department	1	Master Card	\$1,000	\$30,000
Director of Safety and Security	1	Master Card	\$5,500	\$10,000
Director of Technology Systems	1	Master Card	\$1,000	\$2,000
Director Transportation	1	Master Card	\$15,000	\$25,000
Director of Whole Child Systems	1	Master Card	\$1,000	\$2,000
Assistant Director of Technology	1	Master Card	\$5,000	\$10,000
Creative Services Manager	1	Master Card	\$6,000	\$8,000
Human Resource Manager	1	Master Card	\$1,000	\$5,000
Marketing and Communications Manager	1	Master Card	\$1,000	\$10,000
Operations Manager	1	Master Card	\$8,000	\$20,000
Operations Manager	1	Master Card	\$5,000	\$15,000
Operations Manager	1	Master Card	\$10,000	\$30,000
Payroll Manager	1	Master Card	\$1,000	\$2,000
Pupil Accounting - Student Data Manager	1	Master Card	\$2,000	\$2,000
Transportation Manager	1	Master Card	\$5,000	\$50,000
Transportation Manager	1	Master Card	\$3,000	\$5,000
Facilities Specialist	1	Master Card	\$10,000	\$30,000
Transportation Specialist	1	Master Card	\$1,000	\$2,000
Executive Assistant to Superintendent	1	Master Card	\$10,000	\$20,000
Executive Assistant to Assistant Superintendent of Finance and Operations	1	Master Card	\$10,000	\$20,000
Executive Assistant to Human Resources and Labor Relations	1	Master Card	\$3,000	\$5,000
Executive Assistant to Chief Academic Officer - Elementary	1	Master Card	\$5,500	\$10,000
Executive Assistant to Chief Academic Officer - Secondary	1	Master Card	\$1,000	\$6,000
Childcare Registration Coordinator	1	Master Card	\$3,000	\$5,000
Compensation and Benefits Coordinator	1	Master Card	\$1,000	\$2,000
Curriculum Coordinator	1	Master Card	\$10,000	\$20,000
GSRP Coordinator	1	Master Card	\$2,000	\$10,000
Music Coordinator	1	Master Card	\$10,000	\$20,000
Student Service Network Coordinator	1	Master Card	\$3,500	\$16,000
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	\$25,000
Administrative Assistant - Athletics	1	Master Card	\$4,500	\$6,000
Administrative Assistant - Capital Projects	1	Master Card	\$6,000	\$10,000
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	\$1,000	\$40,000
Administrative Assistant - Music	1	Master Card	\$10,000	\$20,000