



Wexford-Missaukee
Intermediate School District

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Career Technical Center
Administration

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*'The Mission of the
Wexford-Missaukee Area
Career Technical Center is to
prepare high school and adult
students for career success and
continuing education in a
technical environment in a
changing society.'*

Proudly Serving

Cadillac
Lake City
Manton
Marion
McBain
Mesick
Pine River

**'Helping Schools
Help Students'**



Purchase Card Use:

1. You must have prior written approval with signature on hand in Business Office.
2. We have tried to clarify what purchase cards can be used for:
 - Hotel/Motel
 - Meals when at a conference - Tips cannot exceed 20%
 - Materials with requisition approval only
3. Purchase Cards cannot be used for Fuel and Equipment.
4. Special notes
 - Must turn in a detailed receipt to the immediate supervisor
 - Must double check that tax exempt was given (ID Number on the card)
 - Double check detail on slip to make sure no unauthorized charges are made (health club, extra beds, phone bill, alcohol, etc.)
 - Statements must be turned in to immediate supervisor in a timely manner every month. Failure to do so will result in cards being shut off.

Thank-you