

# Board of Education Information

**To:** Board of Education  
**From:** Lisa Honaker  
**Date:** September 25th, 2025  
**Re:** BMO Procurement Card Credit Limit Increase

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## **Recommendation:**

It is the recommendation of the Director of Business Services / CSBO to approve the district BMO Procurement Credit Card Limit and Personal Limits as presented below.

## **Background Information:**

We have been running into some issues with being able to order supplies as needed for the district because of the constraints on our credit card limits. This is due to the overall increase of materials as well as Amazon and other vendors now requiring credit cards to make purchases and moving from accepting purchase orders and billing the district.

There are 4 district staff members (Antoine Blake, Lisa Honaker, Matt Rich, and Julie Samulski) who have district procurement cards. The current limits are:

Blake - \$4,000  
Honaker - \$2,000  
Rich - \$2,500  
Samulski - \$8,000

We have an overall credit limit with BMO of \$20,000. This includes the statement amount due as well as any pending transactions. I would like that limit to increase to \$30,000 and increase individual credit card limits as presented below:

Blake - Remain as is  
Honaker \$4,000  
Rich - \$5,000  
Samulski - \$15,000

These increases will allow us to order without needing to use personal credit cards and submit reimbursements as we've had to do in the past.