

**LUDINGTON AREA SCHOOLS
CREDIT CARD INFORMATION:**

The School District maintains one credit card for purchases involving conferences, and for purchases on the Internet with on-line companies which do not accept purchase orders. We have three copies of the credit card at the Central Business Office, and a purchase order or conference request form must be filled out and approved in order for the card to be checked out. The credit limit on the card is \$25,000, and all approved staff may check out the card.