

**RESOLUTION AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS**

WHEREAS, the Board of Directors of _____ School District has authority to purchase goods and services in an amount not to exceed \$10,000 *[this amount may need to be revised depending upon your district policies on procurement without a requirement to solicit informal quotes. If you do not follow the State Statutes and utilize a lower limit this number will need to be adjusted.]* utilizing any means it deems appropriate;¹ and

WHEREAS, the costs to individually issue purchase orders and administrate the procurement of individualized purchases for each staff member constitute a significant economic burden on the resources of the school district; and

WHEREAS, it is the desire of the Board of Directors to enable each authorized individual staff member to procure authorized supplies for school purposes to facilitate creative teaching processes; and

WHEREAS, it is the desire of the Board of Directors to reduce the economic burden on the resources of the school district by increasing efficiency and reducing the administrative costs of the district and to respond to the district's daily operational needs in accordance with the procurement process as established by Oregon Revised Statutes; and

WHEREAS, the Board of Directors recognize that the Procurement Card is neither a substitute for public bidding nor the district's existing procurement program, and that the Procurement Card program is not being implemented for the purpose of bid splitting and avoidance of the statutorily mandated public bidding process; and

WHEREAS, the Oregon Association of School Business Officials has entered into a partnership with the Illinois Association of School Business Officials and Illinois ASBO has negotiated with the Bank of Montreal, a Canadian-chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603, to administer, on behalf of participating school districts and colleges in the State of Illinois, a Procurement Card system issued to individual authorized employees of the district with established limits and purposes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of _____ School District as follows:

- ONE: The superintendent and/or business manager of the school district are authorized by the Board of Directors to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the school district under such terms and conditions as approved by its legal counsel and this Board.
- TWO: As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Staff Agreement.
- THREE: As a condition precedent to receiving the Procurement Card, the business manager shall establish a monetary limit of authority for each employee's use of the Procurement Card.

¹Each school district must verify its procurement policy. If the policy establishes a more stringent threshold for the application of public bidding requirements, this policy must establish an exception to the policy.

FOUR: As a condition precedent to issuance of a Procurement Card, the business manager may/shall establish in writing purchasing parameters in accordance with law² including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary procurement card limits for each individual recipient of the Procurement Card. Individuals shall submit a list of school goods and services to be annually purchased with the card, which shall be approved in writing by the Business Manager or designee.

FIVE: As a condition precedent to receiving the Procurement Card, each individual shall sign an agreement of indemnity, which is included in the Procurement Card Staff Agreement.

SIX: The Board of Directors hereby expressly authorizes the Superintendent/Business Manager to execute the Procurement Card Use Agreement on its behalf.

SIX: Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by the Business Manager.

Approved this ____ day of _____, 20_____.

Chair

² It may be necessary to bid specific goods and services to establish a lowest responsible responsive bidder. From the successful bidders for each type of good or service, an authorized procurement card holder may purchase goods or services.