

RESOLUTION AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS

WHEREAS, the Board of Trustees of _____ has authority to purchase goods and services in an amount not to exceed \$10,000 without competitive bids;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/college district; and

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

WHEREAS, it is the desire of the Board of Trustees to reduce the economic burden on the resources of the school/college district by increasing efficiency and reducing the administrative costs of the district and to respond to the exigencies of the day to day of operations in accordance with the procurement process as established by the Montana Code Annotated; and

WHEREAS, the Board of Trustees 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 Montana Association of School Business Officials (MASBO) has agreed with the Illinois Association of School Business Officials who 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 in the State of Montana, a Procurement Card system issued to individual authorized employees of the district with established limits and purposes; and

WHEREAS, MASBO recognize the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsor and endorse the Corporate MasterCard Program for its members; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of _____
_____ as follows:

ONE: The president and secretary of the Board of Trustees are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the school/college district under such terms and conditions as approved by its legal counsel and this Board.

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.

- TWO: As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement².
- 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.
- FOUR: As a condition precedent to issuance of a Procurement Card, the business manager may/shall establish in writing purchasing parameters in accordance with law³ 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 p-Card Faculty/Staff Agreement.
- SIX: The Board of Trustees hereby expressly authorizes the Superintendent/Business Manager to execute the p-Card Use Agreement on its behalf.
- SEVEN: 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_____.

Ayes:

Nays:

Chairperson

²It may be necessary to negotiate the issuance of Procurement Cards and the Agreement of Indemnity with your local union, in that it may constitute a change in working conditions. Please consult your legal counsel.

³ 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.

Save This Date! *

Recurring Audited Financial Statement Agreement

As part of this agreement, The Member is required to provide the Bank with audited statements within 30 days of completion or 180 days of the Member's fiscal year end. Audited statements should be sent to the following mailing address:

Harris Bank
Purchase Card Program
Institutional Markets 12/C
111 West Monroe Street
Chicago, IL 60603

If the Member's audited financial statements are available online, we ask that the Bank be notified when the statements are posted, and provided with a web address where they can be found.

I agree to the above provisions:

Authorized Signature _____

Name _____

Title _____

School District _____

Check if your audits are available online. Please provide the web address for your online financial statements _____

*** Failure to provide your audited financial statements could cause your p-Cards to be deactivated, and your account closed.**

ILLINOIS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
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