

**LA CENTER SCHOOL DISTRICT NO. 101  
PO BOX 1840  
LA CENTER, WA 98629**

**RESOLUTION 2014/2015-7 AUTHORIZING ISSUANCE OF  
INDIVIDUAL PROCUREMENT CARDS**

**WHEREAS**, the Board of Directors of La Center School District No. 101 has authority to purchase goods and services in amounts not to exceed statutory limits without competitive bids; 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 as well as inhibit the school district's ability to shop the best price; and

**WHEREAS**, it is the desire of the Board of Directors to enable each authorized individual staff member to procure authorized supplies for school district purposes; 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 administrative costs; and

**WHEREAS**, the Board of Directors recognize that the Procurement Card is neither a substitute for public bidding nor the 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 Washington Association of School Business Officials (WASBO), through the Illinois Association of School Business Officials 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, ESDs, and Organizations in the State of Washington, a Procurement Card system issued to individual authorized employees with established limits and purposes; and

**WHEREAS**, WASBO recognizes 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,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of La Center School District No. 101 as follows:

- ONE:** The Chair and Secretary of the Board of Directors are authorized 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 Use 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.

FOUR: As a condition precedent to issuance of a Procurement Card, the business manager shall establish in writing purchasing parameters in accordance with law including but not limited to; (a) a listing of goods and services which may be procured with the Procurement 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 of designee.

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

Approved this 25<sup>th</sup> day of August, 2015 by a vote of \_\_\_\_\_ YES and \_\_\_\_\_ NO.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

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Member

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Member