

COUPEVILLE SCHOOL DISTRICT NO. 204
Island County, Washington
July 28, 2014
Resolution No. 2014-11

A RESOLUTION of the Board of Directors of Coupeville School District No. 204, Island County, Washington, authorizing the president and secretary of the Board of Directors to enter into an agreement with the Bank of Montreal to secure procurement cards for authorized employees of the district.

WHEREAS, the Board of Directors of Coupeville School District No. 204 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 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 and/or district purposes; and

WHEREAS, it is the desire of the Board of Directors to reduce the economic burden on the resources of the district by increasing efficiency and reducing administrative costs; and

WHEREAS, the Board of Directors recognizes that a Procurement Card is neither a substitute for public bidding nor the existing procurement program, and that a Procurement Card program is not being implemented for the purpose of bid splitting and/or 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, educational service districts, and organizations in the State of Washington, a Procurement Card system to allow the district to issue procurement cards 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 sponsors and endorses the Corporate MasterCard Program for its members;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of Coupeville School District as follows:

1. The president 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 the Board.
2. As a condition precedent to receiving a Procurement Card, each authorized employee must execute a Procurement Card Use Agreement.
3. As a condition precedent to receiving a Procurement Card, the business manager must establish a monetary limit of authority for each employee's use of a Procurement Card.

4. As a condition precedent to issuance of a Procurement Card, the business manager must 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 and/or 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.
5. The Board of Directors hereby expressly authorizes the superintendent to execute the Procurement Card Use Agreement on its behalf.
6. Upon receipt and use of a Procurement Card, the cardholder must submit receipts and such information as periodically requested by the district's business manager.

The foregoing resolution was adopted on the 28th day of July 2014, at the regular meeting of the Board of Directors of the Coupeville School District and duly recorded in the minutes of said meeting. The following directors were present and voting:

ATTEST:

Secretary to the Board of Directors