MARLEEN CARROLL
Superintendent
ROBIN LINDEEN-BLAKELEY
Deputy Clerk/HR Lead
NANCY HALL
Interim Business Manager
CASSIE DUPREY
K-6 Principal
BRIAN LUTES
MS Principal
KATHY CHILDRESS
HS Principal
SARA BROUNSTEIN
CAPS Principal

CORBETT SCHOOL DISTRICT

NO. 39

35800 E. Historic Columbia River Highway
Corbett, Oregon 97019-9629

Administrative Office	503-261-4200
Grade School	503-261-4236
Middle School	503-261-4246
High School	503-261-4226
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TO: BOARD OF DIRECTORS
FROM: NANCY HALL
DATE: 10/21/26
TOPIC: PURCHASING CARDS

BACKGROUND: Corbett School District (CSD) currently has an agreement with Multnomah ESD (MESD) for management of CSD's Procurement Cards (P-Cards). In the past this allowed MESD to post the activity to the software that was being used by CSD.

CSD administration has decided that it is in the best interest of CSD to manage P-Cards internally as the MESD P-Card system does not integrate with the current software being used by CSD. That will also allow for more control over what is purchased, as well as cut down on extra time spent in translating the MESD account codes into the ODE Chart of Accounts codes used by CSD.

Oregon ASBO has a P-Card program offered jointly between Oregon ASBO and Illinois ASBO. All of the research and vetting has been done by them. There are no annual fees or transaction charges, and each card will be controlled independently with spending parameters and limits. CSD will also be issued a rebate after the end of each year based on the P-Card activity.

The GFOA (Government Finance Officers Association) recommends the use of procurement cards with strong internal controls to ensure the ongoing success of a procurement card program. Those controls include: written policies and procedures for staff; instructions on employee responsibility and written agreements signed by staff; spending and transaction limits; clear guidelines for the use of P-Cards; and segregation of duties for payments, accounting, and reconciliations. The Oregon/Illinois ASBO program provides all of those controls.

RECOMMENDATION: It is recommended that the Board of Corbett School District adopt the attached resolution Authorizing Issuance of Individual Procurement Cards.

RESOLUTION AUTHORIZING ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS

WHEREAS, the Board of Directors of Corbett School District has authority to purchase goods and services in an amount not to exceed $25,000 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 Corbett 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.

[1]Each 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 law[2] 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 21st day of October, 2026.

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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.