

RESOLUTION AUTHORIZING ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS

WHEREAS, the School Board has authority to purchase goods and services by use of Procurement Cards; and

WHEREAS, it is the desire of the School Board 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 exigencies of the day-to-day operations in accordance with the procurement process; and

WHEREAS, the School Board 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/or the avoidance of the statutorily mandated public bidding process; and

WHEREAS, the School Board 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

WHEREAS, in accordance with Public Act 266 of 1995 the District is required to adopt a Credit Card Use policy,

NOW, THEREFORE, BE IT RESOLVED by the School Board as follows:

- One: The Superintendent or Director of Business Services are authorized to enter into an Agreement with the Bank 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.
- Two: As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Credit Card Use Agreement.
- Three: As a condition precedent to receiving the Procurement Card, the Director of Business Services 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 Director of Business Services may/shall establish in writing purchasing parameters in accordance with the law 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 Director of Business Services or designee.

Five: As a condition precedent to receiving the Procurement Card, each individual shall sign-off on the policies and procedures of the district program.

Six: The School Board hereby expressly authorizes the Director of Business Services 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 Director of Business Services.

APPROVED this 14th day of October, 2026.

Offered by – Board Member

Approved by - Board Member