**BOARD MEMO – ACTION ITEM**

**PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535**

*Providing Foundations Together, Cultivating Individual Growth*

To: Board of Education

From: Cody Martzluf, Superintendent

Date: Tuesday, November 17, 2026

RE: PCard Program Resolution

**Recommendations:**

Approve Resolution for District PCard Program Agreement

**Background:**

- The district currently utilizes credit cards issued by North Central Bank. However, these cards do not offer any financial incentives, such as cash-back rebates, and the administrative processes associated with managing the cards are cumbersome and time-consuming.
- Illinois Association of School Business Officials, in partnership with other Illinois school leadership associations, sponsors the P-Card program through BMO on the Mastercard network.
- Cards are used for authorized district purchases; balances must be paid in full monthly rather than carried as revolving credit.
- Reduced paperwork and processing time: Fewer individual purchase orders, invoices, and vendor checks for routine transactions.
- Stronger purchasing controls: District administrators can establish cardholder spending limits and restrict transactions by merchant or purchase category.
- Improved accountability: Online transaction data provides visibility into who purchased what, where, and when, supporting timely reconciliation and audit review.
- Financial rebates: Participating districts receive 1% rebate for all purchases.
- The program has no costs, fees, or charges for participating districts.
- This program will also allow us to import information into our financial system versus hand entering each purchase.

# RESOLUTION
# P-CARD PROGRAM AGREEMENT

**WHEREAS**, the Board of Education of Putnam County CUSD 535, Putnam, LaSalle, and Marshall Counties, Illinois, has the authority to enter into an agreement with the Bank of Montreal for purchasing cards.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Putnam County CUSD 535, Putnam, LaSalle, and Marshall Counties, Illinois as follows:

**Section 1.** That the Superintendent is 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 the Board.

**Section 2.** The Board of Education of Putnam County CUSD 535 authorizes the Superintendent to execute a p-Card program agreement on its behalf.

Passed by a roll call yea and nay vote at a regular meeting of the Board of Education held in Granville, Illinois on November 17, 2026.

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President, Board of Education

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Secretary, Board of Education