



Craig City School District

P.O. Box 800, Craig, Alaska 99921
www.craigschools.com
Phone (907) 826.3274
FAX (907) 826.3322

Chris Reitan, Superintendent
Jackie Hanson, Elem./MS Principal
Betty Hall, HS Principal
Mollie Harings, PACE Principal

Memorandum Item 9b

FOR: School Board Members
FROM: Melinda Bass
DATE: November 16, 2021
SUBJECT: Resolution No. 22-01 – Resolution Authorizing Issuance of Individual Procurement Cards

The district has run into complications with our Bank of America Alaska Airlines credit card. Bank of America requested updating information from Karen Head who was the original guarantor on the account. After going through a number of rounds with Bank of America the process became overly complicated and CCSD could never get the same answer from Bank of America about what steps we need to take to update our credit cards. CCSD has spent countless hours over the past year trying to rectify the situation with Bank of America and ultimately chose to take our business elsewhere. CCSD has been working with ALASBO (Alaska Association of School Business Officials) on our application for Individual Procurement Cards for Melinda Bass, Kerin Crews, and Karen Packer to be able to make approved purchases utilizing the Bank of Montreal secure Procurement Cards.

Included with this memo is Resolution No. 22-01, Resolution Authorizing Issuance of Individual Procurement Cards, the Procurement Card application, and a breakdown of the rebates from the past 14 years that districts have benefitted from using the ALASBO sponsored P-card system.

CCSD Business Manager, Melinda Bass, can address any specific questions Board members might have as she has been working directly with ALASBO on the development of CCSD’s application.

Suggested motion:

MOVE TO APPROVE RESOLUTION NO.22-01 RESOLUTION AUTHORIZING ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS FOR MELINDA BASS, KERIN CREWS, AND KAREN PACKER TO MAKE APPROVED DISTRICT PURCHASES UTILIZING THE BANK OF MONTREAL SECURE PROCUREMENT CARDS.