

**THREE RIVERS SCHOOL DISTRICT**  
8550 NEW HOPE ROAD  
P.O. BOX 160  
JOSEPHINE COUNTY, MURPHY, OREGON

**Resolution #Fiscal 12/13 - 4**

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**RESOLUTION AUTHORIZING ISSUANCE OF PURCHASING CARDS**

**WHEREAS**, the Board of Directors of Three Rivers School District has the authority to purchase goods and services in an amount not to exceed \$5,000 utilizing any means it deems appropriate<sup>1</sup>; 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 authorized staff to procure authorized supplies for school purposes to facilitate creative teaching processes; and

**WHEREAS**, the Board of Directors recognize that the Purchasing Card is neither a substitute for public bidding nor the district's existing procurement program, and that the Purchasing Card program is not being implemented for the purpose of bid splitting and avoidance of the statutorily mandated public bidding process; therefore

**BE IT RESOLVED**, that the Board of Directors of Three Rivers School District as follows:

**ONE:** The Superintendent and/or Business Manager of the school district are authorized by the Board of Directors to secure Purchasing Cards for authorized use.

**TWO:** As a condition precedent to receiving the Purchasing Card, each authorized employee shall execute a Purchasing Card Staff Agreement.

**THREE:** As a condition precedent to receiving the Purchasing Card, the Business Manager shall establish a monetary limit of authority for use of the Purchasing Card.

**FOUR:** As a condition precedent to issuance of a Purchasing Card, the Business Manager shall 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 using the Card; (b) daily/weekly/monthly or annual monetary purchasing card limits.

**FIVE:** As a condition precedent to receiving the Purchasing Card, each individual shall sign an agreement of indemnity, which is included in the Purchasing Card Staff Agreement.

**SIX:** The Board of Directors hereby expressly authorizes the Superintendent / Business Manager to execute the Purchasing Card Use Agreement on its behalf.

**SEVEN:** Upon receipt and use of Purchasing Card, the cardholder shall submit receipts and such information as periodically requested by the Business Manager.

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ATTEST: \_\_\_\_\_  
Superintendent/Clerk Board Chair

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

Passed \_\_\_\_\_ Date: \_\_\_\_\_  
(Passed/Failed)

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<sup>1</sup> ORS 279B.065