

**WOODLAND SCHOOL DISTRICT #404
RESOLUTION NO. 2530- PROCUREMENT CARDS**

WHEREAS, under RCW 36.58, Section 2, the Legislature finds that:

1. The use of procurement cards (credit cards) is a customary and economical business practice to improve cash management, reduce costs and increase efficiency; and
2. Local governments, including school districts, should consider and use credit (procurement) cards when appropriate; and

WHEREAS, schools and departments have a need to conduct daily purchases for supplies and materials;

WHEREAS, the Board of Directors recognizes that the procurement card is not a substitute for public bidding, 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, Woodland School District #404 has negotiated with U.S. Bank who currently holds the Washington State Contract for procurement card agreements, to administer on behalf of Woodland School District #404 a procurement card system issued to school departments and individual authorized employees with established limits and purposes; and

THEREFORE, BE IT RESOLVED the Board of Directors of Woodland School District #404, Cowlitz County, Washington, has determined:

1. The president and secretary of the Board of Directors are authorized to enter into agreement with US Bank to secure procurement cards for authorized employees of Woodland School District #404 under such terms and conditions as approved by its legal counsel and this Board.
2. As a condition precedent to receiving the procurement card, each authorized employee shall sign a Procurement Card Use Agreement.
3. As a condition precedent to receiving the procurement card, the business manager shall establish monetary limit of authority for each employee's use of the procurement card.
4. The Board of Directors hereby expressly authorized the Business Manager to execute the Procurement Card Use Agreement on its behalf.
5. Upon receipt and use of a procurement card, the cardholder shall submit receipt and such information as requested by the Business Manager.

APPROVED by the Board of Directors of Woodland School District #404, Cowlitz County, Washington on the 28th day of September, 2009.

ATTEST:

Secretary to the Board

President

Director

Director

Director

Director