

**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD RESOLUTION  
AUTHORIZING THE ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS**

WHEREAS, the Wilton-Lyndeborough Cooperative School Board has authority to purchase goods and services; 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 Wilton-Lyndeborough Cooperative School Board to enable each authorized individual staff member to procure authorized materials and supplies for school purposes; and

WHEREAS, it is the desire of the Wilton-Lyndeborough Cooperative 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 as established by the Wilton-Lyndeborough Cooperative School District; and

WHEREAS, the Wilton-Lyndeborough Cooperative School Board recognizes that the Procurement Card is neither a substitute for public bidding (to the extent public bidding is required) nor the district's existing procurement program, 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, if any; and

WHEREAS, the Illinois Association of School Business Officials has negotiated with the Bank of Montréal, a Canadian-chartered bank with a branch at 115 South LaSalle Street Chicago, IL 60603, to administer, on behalf of participating school districts in the State of Illinois and any state in which the state association of school business officials has voted to endorse the program, a Procurement Card system issued to individual authorized employees of the district with established limits and purposes; and

WHEREAS, the New Hampshire Association of School Business Officials 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, the Wilton-Lyndeborough Cooperative School District is a participating member of the New Hampshire Association of School Business Officials

NOW, THEREFORE, BE IT RESOLVED by the Wilton-Lyndeborough Cooperative School Board as follows:

- ONE:           The District is authorized to enter into an Agreement with the Bank of Montréal to secure Procurement Cards for each authorized employee of the school district under such terms and conditions as approved by its legal counsel and this Board.
- TWO:           Use of Procurement Cards is limited to the purchase of materials, goods and services for school district purposes. No authorization is granted for ATM withdrawals and cash advances.

- THREE: As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement.
- FOUR: As a condition precedent to receiving the Procurement Card, the Superintendent or designee shall establish a monetary limit of authority for each employee's use of the Procurement Card.
- FIVE: As a condition precedent to issuance of a Procurement Card, the Business Administrator 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. Employees shall limit all purchases with the card to amount authorized in the budget unit's approved annual budget for each account. Any purchase outside of the approved budget shall be approved in advance and in writing by the Business Administrator or designee.
- SIX: As a condition precedent to receiving the Procurement Card, each individual shall sign an agreement of indemnity, which is included in the p-Card Faculty/Staff Agreement.
- SEVEN: The Wilton-Lyndeborough Cooperative School Board hereby expressly authorized the Business Administrator to execute the p-Card Use Agreement on its behalf.
- EIGHT: Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by the Business Administrator.

This Resolution was adopted by the Wilton-Lyndeborough School Board at a duly posted public meeting on the 22 day of February, 2012.

*See Policy DJB*

***First Reading: February 22, 2012***

***Second Reading: March 27, 2012***

***Final Adoption: March 27, 2012***