

RESOLUTION NO. 674

**A RESOLUTION AUTHORIZING THE USE OF PROCUREMENT CARDS FOR
ACQUIRING GOODS AND SERVICES.**

WHEREAS, RCW 43.09.2855 authorizes the use of credit cards by local governments for official government purchases and acquisitions; and

WHEREAS, the use of credit cards is a customary and economical business practice used to increase efficiency and reduce costs; and

WHEREAS, it appears that a credit card system is available that will provide acceptable internal controls over the use of the cards for authorized purchases;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Everett Public Schools hereby authorizes a pilot program within the District using credit cards known as procurement cards; and

BE IT FURTHER RESOLVED, that prior to issuing procurement cards, written procedures shall be in place covering the issuance and use of procurement cards. At a minimum, such procedures shall include the following criteria:

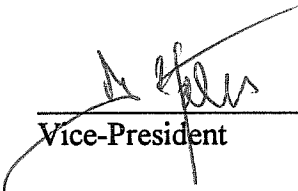
1. Credit limits shall be established with a maximum limit not to exceed \$10,000 per card.
 2. Every employee being issued a procurement card shall be required to sign an agreement acknowledging receipt of the card and responsibility for its use and safekeeping. Such agreement shall include language giving the District the right to withhold from any funds payable to the employee the amount of any disallowed charges that have not been promptly repaid to the District.
 3. Purchases made by procurement card are subject to the same policies and regulations governing other District purchases. In addition, using procurement cards to obtain cash advances or other personal purposes is strictly prohibited.
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ADOPTED by the Board of Directors of Everett Public Schools, Snohomish County Washington, at its regular meeting on May 24, 1999.

EVERETT PUBLIC SCHOOLS
a municipal corporation of the
State of Washington

President



Vice-President



Board Member



Board Member



Board Member

ATTEST:



Secretary to the Board