

**SAMPLE**

The sample resolution below represents the minimum required by the Bank of Montreal to participate in the p-Card program.

**Resolution Authorizing Issuance  
Of  
Individual Procurement Cards**

WHEREAS, the Board of Education/Trustees of the \_\_\_\_\_  
School District # \_\_\_\_\_ has the authority to enter into an agreement with the Bank of Montreal for purchasing cards; and (any other WHEREAS statements the Board wishes to add are acceptable, but not required).

NOW, THEREFORE, BE IT RESOLVED by the Board of Education/Trustees of the \_\_\_\_\_  
School District # \_\_\_\_\_ that the President/Chairman/Treasurer/Clerk are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the school district under such terms and conditions as approved by the Board.

The Board of Education/Trustees, authorizes the Superintendent/School Business Manager to execute a p-Card program agreement on its behalf.

(The resolution may include any other BE IT RESOLVED statements the Board desires, but these are not required to participate)

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

President/Chairman \_\_\_\_\_

Date \_\_\_\_\_