



**Contact:**

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TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Procurement Card Program Approval

DATE: March 19, 2024

TYPE: Action Required

Currently, the majority of district purchases are initiated through the purchase order process and payments are made to vendors by warrant (check). The district also uses a limited number of credit cards that provide some flexibility to work with vendors that do not accept purchase orders.

A procurement card program would help streamline the purchasing process for district staff and the payment process for the fiscal department. In addition, some banks offer cash rebates, depending on the level of purchases.

Fiscal staff have researched the P-card systems offered by three banks, and recommend US Bank for our procurement card system. Their online portal is easy to work with, transactions can be uploaded to Skyward, and it uses Visa cards (which are widely accepted, including at Costco). In addition, we have been satisfied with US Bank's customer service. NASPO (National Association of State Procurement Officials) purchasing cooperative, through the Washington State Department of Enterprise Services, has negotiated a rebate for participating entities, which is a percentage of our quarterly standard sales volume.

Board policy 6212 allows for the issuance of charge cards and will be modified to include procurement cards. We expect a credit limit of \$50,000 will be sufficient to get the new program up and running. Staff will develop forms, processes, and training to maintain strong systems of internal control.

**Recommendation: It is recommended that the Board approve US Bank as the district's procurement card provider, with a credit limit of \$50,000. The board further authorizes the Superintendent and Executive Director of Business Services to sign documents required by the bank to establish the program.**

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and is prepared for the future of their choice