

# A

## Original Signed City Council or Board Resolution

Enclosed is the sample "Resolution Authorizing Issuance of Individual Procurement Cards" which you can take to your City Council or Board as is, OR modify it to meet the needs of your Council/Board. Please make sure you have the City Council or Board President sign and date the resolution.

**Resolution Authorizing Issuance  
Of  
Individual Procurement Cards**

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

NOW, THEREFORE, BE IT RESOLVED by the Council/Board of the \_\_\_\_\_ 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 municipality under such terms and conditions as  
approved by the Council/Board.

The Council/Board authorizes the Municipality's Business Manager/CFO to execute a p-Card program agreement  
on its behalf.

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

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

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

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

Date \_\_\_\_\_