

**GREATER SALT LAKE MUNICIPAL SERVICES DISTRICT  
RESOLUTION No. 2025-06-01**

**RESOLUTION ADOPTING THE MSD'S PURCHASING CARD POLICY**

WHEREAS, to provide an efficient method of purchasing and paying for goods and to ensure that purchases are made in accordance with MSD policies and procedures and applicable law, the Board of Trustees ("Board") of the Greater Salt Lake Municipal Services District ("MSD") have determined it to be in the best interest of the MSD to adopt a Purchasing Card ("Pcard") Policy;

WHEREAS, an authorized cardholder may purchase approved commodities and services solely for the benefit of the MSD directly from approved MSD vendors, with the Pcard to be primarily used by MSD Finance Department staff and the authorized Office Manager; and

WHEREAS, each authorized holder of a Pcard shall be liable and responsible for the use of the said Pcard, as provided in the attached Purchasing Card Policy.

NOW, THEREFORE, be it resolved by the MSD Board of Trustees as follows:

1. That the Purchasing Card Policies and Procedures, with a preparation date of May 1, 2025, attached hereto shall be and is the official Purchasing Card Policy of the MSD.
2. That the Purchasing Card Policy may be amended and modified as determined from time-to-time by the MSD Board of Trustees.
3. That any prior purchasing card rules and/or regulations and any other enactments of the District that are or may be in conflict with the attached Purchasing Card Policy shall, to the extent of such conflict, be and hereby are repealed.
4. That the Purchasing Card Policy has been divided into sections, subsections, paragraphs and clauses for convenience only, and the interpretation of the Purchasing Card Policy shall not be affected by such division or by any heading contained therein.
5. That, if any section, subsection, paragraph, clause or phrase of the Purchasing Card Policy, as it may exist from time-to-time, should be declared invalid for any reason, such declaration shall not affect the remaining portions of the Purchasing Card Policy which, except as otherwise specifically stated herein, shall remain in full force and effect as the District's comprehensive purchasing card rules and regulations. For this purpose, the provisions of the Purchasing Card Policy are declared to be severable.

6. That this Resolution, and the attached Purchasing Card Policy, shall take effect immediately upon adoption.

Adopted and approved by the MSD Board of Trustees on the 11<sup>th</sup> day of June, 2025.

GREATER SALT LAKE MUNICIPAL  
SERVICES DISTRICT

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Keith Zuspan, Chair

ATTESTED:

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Stewart Okobia, Clerk

Purchasing Card Policies and Procedures  
(to be attached)

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