



## Resolution 2016-11

**Member Newtown Township introduced the following resolution and moved its adoption:**

### ***RESOLUTION AUTHORIZING ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS***

**WHEREAS**, Newtown Township has authority to authorize the purchase of goods and services by use of Procurement Cards; and

**WHEREAS**, PFM Financial Services LLC (“PFM”) has agreed to administer, on behalf of participating local governments and schools in the State of Pennsylvania, a Procurement Card system. The Procurement Cards will be issued to individual authorized employees of the Township, by Bank of Montreal, a Canadian chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603, with established limits and purpose; and

**WHEREAS**, it is the desire of Newtown Township to enable each authorized individual employee to procure authorized supplies and other products for Newtown Township purposes in order to facilitate creative pedagogical and governmental processes and efficient Newtown Township operations; and

**WHEREAS**, it is the desire of Newtown Township to reduce the economic burden on the resources of the Newtown Township by increasing efficiency and reducing the administrative costs of the Newtown Township and to respond to the exigencies of the day-to-day operations in accordance with the procurement process as established by Pennsylvania Statutes; and

**WHEREAS**, the Newtown Township recognizes that the Procurement Card is neither a substitute for public bidding nor Newtown Township’s existing procurement program, and that the Procurement Card Program is not being implemented for the purpose of bid splitting and/or the avoidance of the statutorily mandated public bidding process; and

**WHEREAS**, Newtown Township recognizes the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsors and endorses the Corporate MasterCard Procurement Card Program;

**NOW, THEREFORE, BE IT RESOLVED** by Newtown Township, Commonwealth of Pennsylvania, as follows:

1. The Board Chair and Secretary/Township Manager are authorized to enter into an Agreement with Bank of Montreal to secure Procurement Cards for each authorized employee of Newtown Township under such terms and conditions as approved by its legal counsel and Newtown Township.
2. As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement.

3. As a condition precedent to receiving the Procurement Card, the Board and Manager shall establish a monetary limit of authority for each employee's use of the Procurement Card.
4. As a condition precedent to issuance of a Procurement Card, the Township Manager shall establish in writing purchasing parameters in accordance with the law including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary Procurement Card limits for each employee recipient of the Procurement Card. Employee recipients shall submit a list of Newtown Township goods and services to be annually purchased with the card, which shall be approved in writing by the Board and Manager.
5. As a condition precedent to receiving the Procurement Card, each employee recipient shall sign an Agreement of Indemnity, which is included in the Procurement Card Use Agreement.
6. The Newtown Township hereby expressly authorizes the Board Chair and Secretary/Township Manager to execute the Procurement Card Use Agreement on its behalf.
7. Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by Township Manager or Finance Manager.
8. The Township Manager shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized Newtown Township business purposes and in compliance with applicable law, and to allow for easily verifiable audits of their use. These procedures and internal controls and any changes thereto shall be submitted to Board of Supervisors at least annually for its review and input.
9. If Newtown Township has indicated to PFM that the account to be debited in connection with Newtown Township's use of the Procurement Cards will be an account of Newtown Township with the Pennsylvania Local Government Investment Trust then Newtown Township will specify the specific account to PFM, which serves as Administrator of the Pennsylvania Local Government Investment Trust, and PFM is authorized by Newtown Township to debit such account and make payment to Bank of Montreal in connection with Newtown Township's use of the Procurement Cards.

Supervisor Partridge made motion for the adoption of the foregoing resolution was duly seconded by

Supervisor Gabell and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

**Whereupon said resolution was declared duly passed and adopted.**

(COMMONWEALTH OF PENNSYLVANIA

COUNTY OF DELAWARE )

I the undersigned, being the duly qualified and Secretary of Newtown Township, Delaware County, Commonwealth of Pennsylvania, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the Newtown Township of said local government duly called and held on February 8, so far as such minutes relate to the adoption of a resolution authorizing the issuance of individual procurement cards, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Assistant Secretary this 8th day of February, 2016.



Assistant Secretary / Township Manager