

Member Hopewell Twp introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS**

WHEREAS, the [Entity Name] 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 district, 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 the [Entity Name] to enable each authorized individual employee to procure authorized supplies and other products for [Entity Name] purposes in order to facilitate creative pedagogical and governmental processes and efficient [Entity Name] operations; and

WHEREAS, it is the desire of the [Entity Name] to reduce the economic burden on the resources of the [Entity Name] by increasing efficiency and reducing the administrative costs of the [Entity Name] 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 [Entity Name] recognizes that the Procurement Card is neither a substitute for public bidding nor the [Entity Name]'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, the [Entity Name] 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 the [Entity Name], Commonwealth of Pennsylvania, as follows:

1. The Board Chair or President and Secretary or Chief Clerk are authorized to enter into an Agreement with Bank of Montreal to secure Procurement Cards for each authorized employee of the [Entity Name] under such terms and conditions as approved by its legal counsel and the [Entity Name].
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, Manager or designee] 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 Board, Manager or designee] 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 [Entity Name] goods and services to be annually purchased with the card, which shall be approved in writing by [the Board, Manager or designee].

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 [Entity Name] hereby expressly authorizes the Board Chair or President and Secretary or Chief Clerk 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 [the Board, Manager or designee].
8. The [the Board, Manager or designee] shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized [Entity Name] 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 the [Entity Name] at least annually for its review and input.
9. If [Entity's Name] has indicated to PFM that the account to be debited in connection with [Entity Name]'s use of the Procurement Cards will be an account of [Entity Name] with the Pennsylvania Local Government Investment Trust. [Entity Name] will specify the specific account to PFM, which serves as Administrator of the Pennsylvania Local Government Investment Trust, and PFM is authorized by [Entity Name] to debit such account and make payment to Bank of Montreal in connection with [Entity Name]'s use of the Procurement Cards.

The motion for the adoption of the foregoing resolution was duly seconded by Rick Bufalino and upon vote being taken thereon the following voted in favor thereof: Board President

and the following voted again the same:

whereupon said resolution was declared duly passed and adopted.

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF Beaver

I the undersigned, being the duly qualified and Secretary or Chief Clerk of Hopewell Township 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 [Entity Name] of said local governments and school district duly called and held on March 28, 2016, 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 Secretary or Chief Clerk this 28 day of March, 2016.


Secretary / Chief Clerk