

**EAST GOSHEN TOWNSHIP
RESOLUTION 09-42**

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

WHEREAS, the East Goshen Board of Supervisors 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 East Goshen Township, by the Bank of Montreal, a Canadian chartered bank with a subsidiary known as Harris Bank which has an office at 115 South LaSalle Street, Chicago, IL 60603, with established limits and purpose; and

WHEREAS, it is the desire of the East Goshen Township Board of Supervisors to enable each authorized individual employee to procure authorized supplies and other products for East Goshen Township purposes in order to facilitate and governmental processes and efficient East Goshen Township operations; and

WHEREAS, it is the desire of the East Goshen Township Board of Supervisors to reduce the economic burden on the resources of East Goshen Township by increasing efficiency and reducing the administrative costs of East Goshen 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 East Goshen Township Board of Supervisors recognizes that the Procurement Card is neither a substitute for public bidding nor East Goshen 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, the East Goshen Township Board of Supervisors 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;

BE IT RESOLVED THAT the Board of Supervisors adopts the following procedure:

1. The Township Manager is authorized to enter into an Agreement with Bank of Montreal (with subsidiary known as Harris Bank) to secure Procurement Cards for each authorized employee of East Goshen Township under such terms and conditions as approved by its legal counsel and East Goshen 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 Township 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 (hereafter referred to as PLIGIT P-Card Procedures Manual) 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) monetary Procurement Card limits.
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 East Goshen Township Board of Supervisors hereby expressly authorizes the 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 the Township 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 East Goshen 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 the East Goshen Board of Supervisors at least annually for its review and approval.
9. East Goshen Township Board of Supervisors has indicated to PFM that the account to be debited in connection with East Goshen Township's use of the Procurement Cards will be an account of East Goshen Township with the Pennsylvania Local Government Investment Trust. East Goshen Township will specify the specific account to PFM, which serves as Administrator of the Pennsylvania Local Government Investment Trust, and PFM is authorized by East Goshen Township to debit such account and make payment to Bank of Montreal in connection with East Goshen Township's use of the Procurement Cards.

(Signatures on page 3)

RESOLVED AND ADOPTED, this 3rd day of February, 2009.

ATTEST:

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS**

Secretary

