

RESOLUTION # 15-14

***.AMITY TOWNSHIP, BERKS COUNTY, PA
RESOLUTION AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS***

WHEREAS, the Amity 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 the Amity Township to enable each authorized individual employee to procure authorized supplies and other products for Amity Township purposes in order to facilitate efficient Amity Township operations; and

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

WHEREAS, the Procurement Card shall be utilized only in accordance with a policy to be adopted by Amity Township, as amended from time to time.

NOW, THEREFORE, BE IT RESOLVED by the Amity Township, Commonwealth of Pennsylvania, as follows:

1. The Board Chair or President and Secretary or Treasurer are authorized to enter into an Agreement with Bank of Montreal to secure Procurement Cards for each authorized employee of the Amity Township under such terms and conditions as approved by its legal counsel and the Amity 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 of Supervisors of Amity Township 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 of Supervisors of Amity Township 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 Amity Township goods and services to be annually purchased with the card, which shall be approved in writing by the Board of Supervisors of Amity Township.
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 Amity Township hereby expressly authorizes the Board Chair and Secretary 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 of Supervisors of Amity Township.
8. The Board of Supervisors of Amity Township shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized Amity 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 Amity Township at least annually for its review and input.

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

whereupon said resolution was declared duly passed and adopted.

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF Berks)

I the undersigned, being the duly qualified and Secretary of Amity 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 Amity Township of said local governments duly called and held on June 3rd, 2015, 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 this 3rd day of June, 2015.

Pamela L Kisch
Secretary
Pamela L Kisch