

**RESOLUTION NO. 2551**

**EAST NORRITON TOWNSHIP**

**MONTGOMERY COUNTY, PENNSYLVANIA**

**A RESOLUTION AUTHORIZING THE TOWNSHIP MANAGER  
TO AUTHORIZE THE PURCHASE OF GOODS AND SERVICES  
BY THE USE OF PROCUREMENT CARDS:**

**WHEREAS**, East Norriton 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 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 East Norriton Township to enable each authorized individual employee to procure authorized supplies and other products for East Norriton Township; and

**WHEREAS**, East Norriton Township recognizes that the Procurement Card is neither a substitute for public bidding nor the Township's existing procurement program; and

**WHEREAS**, East Norriton 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 Board of Supervisors, East Norriton Township, Montgomery County, Commonwealth of Pennsylvania, as follows:

1. The Board Chair and Secretary are authorized to enter into an Agreement with Bank of Montreal to secure Procurement Cards for each authorized employee of East Norriton Township.
2. As a condition precedent to receiving the Procurement Card, the Manager shall establish a monetary limit of authority for each employee's use of the Procurement Card and each authorized employee shall executed a Procurement Card Use Agreement.
3. As a condition precedent to issuance of a Procurement Card, Manager or his 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 monetary Procurement Card limits for each employee recipient of the Procurement Card.

4. East Norriton Township hereby expressly authorizes the Board Chair and Secretary to execute the Procurement Card Use Agreement on its behalf.
5. Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as requested by Manager or his designee.
6. The Township Manager or his designee shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized Township business and in compliance with applicable law, and to allow for easily verifiable audits of their use.
7. East Norriton Township has indicated to PFM that the account to be debited in connection with Township's use of the Procurement Cards will be an account of East Norriton Township with the Pennsylvania Local Government Investment Trust. East Norriton 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 Norriton Township to debit such account and make payment to Bank of Montreal in connection with the Township's use of the Procurement Cards.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of East Norriton Township that the Township Manager is hereby authorized to enter into an agreement with the Pennsylvania Local Government Investment Trust to authorize the purchase of goods and services by use of Procurement Cards.

APPROVED and adopted this 26th day of July, 2011.

ATTEST:

EAST NORRITON TOWNSHIP  
BOARD OF SUPERVISORS

  
\_\_\_\_\_  
SECRETARY

  
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CHAIRWOMAN

