



**Resolution 9 of 2014**

**TOWNSHIP OF SOUTH FAYETTE  
ALLEGHENY COUNTY, PENNSYLVANIA**

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

**WHEREAS**, South Fayette 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 South Fayette Township 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 South Fayette Township to reduce the economic burden on the resources of South Fayette Township by increasing efficiency and reducing the administrative costs of the South Fayette 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**, South Fayette Township recognizes that the Procurement Card is neither a substitute for public bidding nor South Fayette 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**, South Fayette 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 South Fayette Township, Commonwealth of Pennsylvania, as follows:

1. The Board President and Secretary are authorized to enter into an Agreement with Bank of Montreal to secure Procurement Cards for each authorized employee of South Fayette

Township under such terms and conditions as approved by its legal counsel and South Fayette 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, 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 South Fayette Township 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 South Fayette Township 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 South Fayette Township at least annually for its review and input.
9. If South Fayette Township has indicated to PFM that the account to be debited in connection with South Fayette Township's use of the Procurement Cards will be an account of South Fayette Township with the Pennsylvania Local Government Investment Trust. South Fayette Township will specify the specific account to PFM, which serves as Administrator of the Pennsylvania Local Government Investment Trust, and PFM is authorized by South Fayette Township to debit such account and make payment to Bank of Montreal in connection with South Fayette Township's use of the Procurement Cards.

RESOLVED AND ENACTED by the Board of Commissioners of South Fayette Township on the 15th day of October, 2014.

  
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Ryan T. Eggleston  
Township Manager

BOARD OF COMMISSIONERS

  
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Joseph Horowitz  
President of Board of Commissioners