

**MEMBER AVALON BOROUGH introduced the following resolution and moved its adoption:**

**RESOLUTION AUTHORIZING ISSUANCE OF  
INDIVIDUAL PROCUREMENT CARDS**

**WHEREAS**, the Avalon Borough Council 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 Avalon Borough Council to enable each authorized individual employee to procure authorized supplies and other products for Avalon Borough purposed in order to facilitate creative pedagogical and governmental processes and efficient Avalon Borough operations; and

**WHEREAS**, it is the desire of the Borough of Avalon to reduce the economic burden on the resources of the Borough of Avalon by increasing efficiency and reducing the administrative costs of the Borough of Avalon 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 Avalon Borough Council recognizes that the Procurement Card is neither a substitute for public bidding nor the Avalon Borough'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 Avalon Borough Council 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 Avalon Borough Council, 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 Borough of Avalon under such terms and conditions as approved by its legal counsel and the Borough of Avalon.
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 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 Manager 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 Avalon Borough goods and services to be annually purchased with the card, which shall be approved in writing by the Manager.
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 Avalon Borough Council hereby expressly authorizes the 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 Manager
8. The Manager shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized Avalon Borough 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 Avalon Borough Council at least annually for its review and input.
9. If the Avalon Borough Council has indicated to PFM that the account to be debited in connection with Avalon Borough's use of the Procurement Cards will be an account of Avalon Borough with the Pennsylvania Local Government Investment Trust. Avalon Borough will specify the specific account to PFM, which serves as Administrator of the Pennsylvania Local Government Investment Trust, and PGM is authorized by Avalon Borough to debit such account and make payment to Bank of Montreal in connection with Avalon Borough's use of the Procurement Cards.

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

and the following voted again the same:

whereupon said resolution was declared duly passed and adopted.

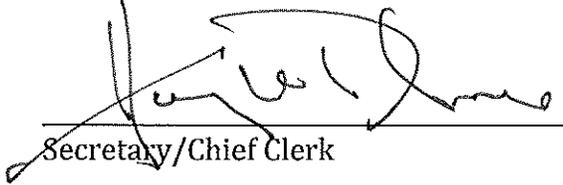
**COMMONWEALTH OF PENNSYLVANIA**

**COUNTY OF ALLEGHENY**

I the undersigned, being the duly qualified and Secretary or Chief Clerk of Avalon Borough, 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 Avalon Borough Council of said local governments and school district duly called and held on June 18, 2013, 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  
June 18, \_\_\_\_\_, 2013.



Secretary/Chief Clerk