

OFFICIAL BOROUGH OF WEST VIEW RESOLUTION NUMBER 1406

A RESOLUTION OF THE TOWN COUNCIL OF THE BOROUGH OF WEST VIEW AUTHORIZING THE ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS THROUGH THE PENNSYLVANIA LOCAL GOVERNMENT INVESTMENT TRUST

WHEREAS, the Town Council of the Borough of West View 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 Town Council of the Borough of West View to enable each authorized individual employee to procure authorized supplies and other products for Borough of West View purposes in order to facilitate creative pedagogical and governmental processes and efficient Borough of West View operations; and

WHEREAS, it is the desire of the Borough of West View to reduce the economic burden on the resources of the Borough of West View by increasing efficiency and reducing the administrative costs of the Borough of West View 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 Borough of West View recognizes that the Procurement Card is neither a substitute for public bidding nor the Borough of West View'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 Borough of West View 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 Borough of West View, Commonwealth of Pennsylvania, as follows:

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

- 9. If the Borough of West View has indicated to PFM that the account to be debited in connection with Borough of West View's use of the Procurement Cards will be an account of Borough of West View with the Pennsylvania Local Government Investment Trust. Borough of West View will specify the specific account to PFM, which serves as Administrator of the Pennsylvania Local Government Investment Trust, and PFM is authorized by Borough of West View to debit such account and make payment to Bank of Montreal in connection with Borough of West View's use of the Procurement Cards.

RESOLVED and **ENACTED** this 13th day of February 2014

BOROUGH OF WEST VIEW

BY: _____
Chief of Police Bruce A. Fromlak, Sec./Mgr.

BY: _____
Barry G. Schell
President of Town Council

EXAMINED and **APPROVED** this 13th day of February 2014

BY: _____
J.R. Henry, Mayor

The motion for the adoption of the foregoing resolution was duly seconded by
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 Chief of Police/Secretary/Manager Bruce A. Fromlak of the Borough of West View, 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 Borough of West View of said local governments and school district duly called and held on February 13, 2014, 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/Manager this 13th day of February 2014

BY: _____
Chief of Police Bruce A. Fromlak, Secretary/Manager
Borough of West View