

**RESOLUTION NO. 711**

**BOROUGH OF MALVERN  
CHESTER COUNTY, PENNSYLVANIA**

A Resolution for the Borough of Malvern, Chester County, Pennsylvania, authorizing the issuance of individual procurement cards.

**WHEREAS**, the Borough Council of the Borough of Malvern 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 local government or 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 Borough Council of the Borough of Malvern to enable each authorized individual employee to procure authorized supplies and other products for the Borough of Malvern purposes in order to facilitate creative pedagogical and governmental processes and efficient Borough operations; and

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

Passed by Borough Council,  
this 19 day of April, 2016.

Approved by the Mayor,  
this 19 day of April, 2016.

Enacted,  
this 19 day of April, 2016.

  
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David G. Bramwell, President

  
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David B. Burton, Mayor

  
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Christopher Bashore, Secretary

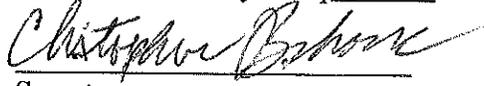
COMMONWEALTH OF PENNSYLVANIA )

COUNTY OF CHESTER )

I, the undersigned, being the duly qualified and Secretary of the Borough of Malvern, 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 Council of said local government duly called and held on April 19, 2016, 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 19<sup>th</sup> day of April, 2016.

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Secretary

