

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

WHEREAS, the City of Coatesville 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 City, 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 City of Coatesville to enable each authorized individual employee to procure authorized supplies and other products for City of Coatesville purposes in order to facilitate governmental processes and efficient City of Coatesville operations; and

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

1. The Council President and City Manager are authorized to enter into an Agreement with Bank of Montreal to secure Procurement Cards for each authorized employee of the City of Coatesville under such terms and conditions as approved by its legal counsel and the City of Coatesville.
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 City Manager or Finance Director 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 City Manager or designee shall establish in writing purchasing parameters in accordance with the law including but not

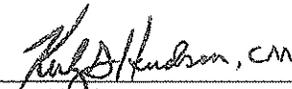
limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) periodic, i.e. daily/weekly/monthly/annual, monetary Procurement Card limits for each employee recipient of the Procurement Card. Employee recipients shall submit a list of City of Coatesville goods and services to be annually purchased with the card, which shall be approved in writing by City 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 City of Coatesville hereby expressly authorizes Council President and City 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 City Manager or designee.
8. The City Manager or designee shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized City of Coatesville 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 City Council of the City of Coatesville at least annually for its review and input.
9. If City of Coatesville has not indicated to PFM that the account to be debited in connection with City of Coatesville's use of the Procurement Cards will be an account of the City of Coatesville with the Pennsylvania Local Government Investment Trust The City of Coatesville will specify the specific account to PFM, which serves as Administrator of the Pennsylvania Local Government Investment Trust, and PFM is authorized by City of Coatesville to debit such account and make payment to Bank of Montreal in connection with City of Coatesville's use of the Procurement Cards.

CITY OF COATESVILLE

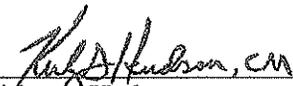

BY: _____
David Collins
President, City Council

ATTEST:

BY:  _____
Kirby A. Hudson
Secretary/City Manager

CERTIFICATION:

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said Resolution duly adopted at a Regular Meeting of City Council held on November 13, 2012 and recorded in the Minutes as such.

BY:  _____
Kirby A. Hudson
Secretary/City Manager