

**RESOLUTION CODIFYING POLICIES AND PROCEDURES FOR THE USE OF
PROCUREMENT CARDS FOR THE TOWNSHIP OF PENNSAUKEN**

WHEREAS, the Qualified Purchasing Agent has recommended that procurement cards be utilized where appropriate for purchases of or for the Township of Pennsauken; and

WHEREAS, the use of procurement cards can be a highly beneficial tool for local governments looking to further utilize e-commerce and strengthen their purchasing controls; and

WHEREAS, the rules adopted by the Local Finance Board governing the use of procurement cards are set forth in N.J.A.C. 5:30-9A; and

WHEREAS, the law, N.J.S.A. 40A:5-16(c) established the specific circumstances when procurement cards can be used; and

WHEREAS, the Township Committee find that a procurement card program would be beneficial to the Township and wish to authorize their use and establish policies and procedures for their use as required by law; and

WHEREAS, the Township Committee wish to authorize the Qualified Purchasing Agent to execute a Corporate Card Program Linking Authorization Contract with the State of New Jersey, and other documentation as required to implement a procurement card program for the Township of Pennsauken.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Pennsauken hereby adopts the attached following policies and procedures for the use of the procurement cards for purchases of or for the Township of Pennsauken and that the policies and procedures for the use of procurement cards as stated herein shall be included in the Township's Purchasing Manual.

BE IT FURTHER RESOLVED that the Qualified Purchasing Agent is hereby authorized to execute a Corporate Card Program Linking Authorization Contract with the State of New Jersey, and other documentation as required to implement a procurement card program for the Township of Pennsauken.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Township Committee of the Township of Pennsauken, County of Camden, State of New Jersey at their meeting held on the 20th of October 2022.

This resolution shall become effective immediately upon final adoption.

TOWNSHIP OF PENNSAUKEN

Pamela Scott-Forman, RMC
TOWNSHIP CLERK

ADOPTED:

ATTACHMENT "A"

PROCUREMENT CARDS

How Procurement Cards Can Be Used

- 1) P-Cards can be utilized for tangible supplies or non-tangible items under the following conditions:
 - a) When payment to vendors is required in advance of the delivery of certain materials or services that cannot be obtained from any other source at comparable prices. (N.J.S.A. 40A:5-16(c) 1)
 - b) Advance payment is required by the vendor
 - c) Comparable pricing is not otherwise obtainable for such goods or services to be available at the time and place required
- 2) The QPA has approved such item for purchase from a particular vendor:
 - a) When ordering, billing and payment transactions for goods and services are made through a computerized electronic transaction (N.J.S.A. 40A:5-16(c) 2)
 - b) An order is placed from computer to computer, such as on the Internet or similar computer network
 - c) Vendor requires immediate payment
- 3) The Qualified Purchasing Agent (QPA) has approved such item for purchase from a particular vendor:
 - a) When certification is not obtainable (N.J.S.A. 40A:5-16(c) 3)
 - b) Certification is not readily obtainable by the contracting unit; but such exceptions shall not include reimbursement of employee expenses or payment of personal services
 - c) Transactions cannot be used for the purchase of items or services of a personal nature for employees, volunteers or officials.
- 4) Procurement Card Program Oversight:
 - a) The Qualified Purchasing Agent shall serve in the capacity of program manager
 - b) The program manager shall be responsible for day-to-day oversight and management of supervisory review of procurement card usage. Supervisory review means confirming the propriety and accuracy of P-Card usage by all authorized users.
 - c) The role of a program manager in overseeing the P-Card program does not exempt that individual from accountability to those above them in the organization.
 - d) The program manager shall assure that internal controls are maintained concerning the integrity of vendor payments, accumulated costs for goods and services as well as other Local Public Contract Law requirements.
 - e) The program manager shall receive training in all aspects of the system.
 - f) The program manager will develop and administer a supervisory review process, identify and manage all risks associated with P-Card use; as well as engage in any other oversight or management duties required to ensure their proper utilization.
 - g) P-Cards must be issued in the name of a specific individual upon completion of the requisite training.
 - h) Violations of policies governing P-Card use shall result in appropriate remedial or disciplinary action.
 - i) P-Cards shall only be issued in the names of the Department Managers, Supervisors and staff as determined appropriate by the Chief Financial Officer.
 - j) No other employee shall have a card issued in their name or authority to use the P-Card.
- 5) The Program Manager shall also ensure that:

- a) All cards have imprinted on them both the users' names and the name of the local unit
- b) The merchant code is accurate
- c) Sufficient funds are encumbered from the proper accounts to cover any charges the user is authorized to make.
- d) Program participants are aware of the program and approved vendors with whom the cards may be utilized, dependent upon contracts awarded by the Qualified Purchasing Agent or the Township Committee.
- e) When applicable and bids are received, the bid documents include that the payments may be made by procurement card so local unit receives in their bid prices any discount for timely payments.
- f) Users shall expeditiously provide all receipts to the program manager, who will compare receipts to the computer-generated usage report provided by the card company. Returned material must be reported to the Program Manager quickly to ensure either the charge is cancelled or the local unit receives proper credit.
- g) Nothing in this policy shall change regulations or requirements pursuant to Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)