

MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

AMENDING POLICIES AND PROCEDURES FOR THE USE OF PROCUREMENT CARDS AND PROCUREMENT CARD PROGRAM FOR THE COMMISSION AND REASSIGNING OF CARDS

WHEREAS, N.J.S.A. 40A:5-16(c) permits the use of Procurement Cards and The Merchantville - Pennsauken Water Commission has a need to implement a procurement card program (P-Card) for specific circumstances to be used for certain payments, and

WHEREAS, the statute permits a contracting unit to adopt policies, and permit specifically named employees to use a P-Card for the purchase of goods and services. The transactions must comply with Public Contracts Law, N.J.S.A. 40A:11-12, and

WHEREAS, the Treasurer, the Chief Operating Officer and the Designated Qualified Purchasing Agent recommended that procurement cards be utilized where appropriate for purchases of the Water Commission; and by Resolution # 2017-07 on June 8, 2017 the Commission approved a Procurement Card Plan; and

WHEREAS, FIA Card Services, N.A., a Bank of America Company, had been awarded the State of New Jersey contract to provide agencies the ability to purchase goods and services using a P-Card Index#T-1654, Contract #84675, and

WHEREAS the following internal controls are set for compliance with the statutory authorization and the Local Finance Notice 2013-17 rules will be in place, and

WHEREAS the law, N.J.S.A. 40A:5-16(c) established the specific circumstances when procurement cards can be used; and the rules adopted by the Local Finance Board governing the use of procurement cards were set forth in NJ.AC. 5:30-9A and in the resolution; and

WHEREAS the Commissioners established the procurement card program with specific detailed rules including in the above noted Resolution; and required that:

The (QPA) program manager, C.O.O. and Director of Engineering sign an acknowledgement of Procurement card training and agreement to abide by policies and procedures for procurement card usage and said agreement shall be retained by the Commission in their personnel file.

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 governing body;
- e. When applicable and bids are advertised, the bid documents include that the payments may be made by procurement card so the local unit receives in their bid prices any discount for timely payments.

All purchases with the P-card shall be approved by both the C.O.O. and the program manager in advance and reported monthly and separately to the Commission;

Purchases are limited to \$3,400.00 per purchase/aggregate of \$6,000.00 per month per user.

Users to 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.

The C.O.O. and program manager are authorized to create P-Card procedures to assure compliance with these requirements; and

WHEREAS, that Resolution authorized at Rule B (8) that

“P-Cards shall only be issued in the names of the C.O.O. and the Director of Engineering.

No other employee shall have a card issued in their name or authority to use the P-Card.” And

WHEREAS the Commission staff has found it much more practical to re-assign the C.O.O. card and designates and authorizes that card to be the Name of Logistics Manager, Ryan Magee; and

THEREFORE, BE IT RESOLVED by the Commission on this 13th Day of May 2021 that hereafter the second P Card shall be in the name of Ryan Magee provided he acknowledges and signs for receipt of the Resolution and rules regarding its use and that he completes training with the Program manager; and

BE IT FURTHER RESOLVED Nothing herein shall change regulations or requirements pursuant to Local Public Contracts Law (N.J.S.A. 40A: 11-1 etseq.)

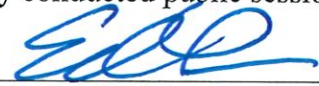
BE IT FURTHER RESOLVED that the Merchantville- Pennsauken Water Commission hereby be enables and authorizes John Killion Sr, to sign the Linking Authorization Contract with FIA Card Services, N.A. for Procurement Card Services on its behalf and or any other documents or agreement to effectuate the continuation of the program.

And on the **Roll call vote of the Commissioners** on May 13, 2021 as follows:

Commissioners:	#YEAs	#NAYs	# ABSTAINs	# Absent
S. Ali	X			
E. Brennan	X			
P. Brennan	X			
J. Scavuzzo	X			
F. Warwick	X			

I hereby certify that the above and the attached is a True and Accurate Copy of the Resolution approved in duly advertised and legally conducted public session as stated on the date listed above.

Date: 5/13/21


Edward Brennan, Commissioner & Secretary to the Commission

The Official Minutes and Each Commissioner's Roll Call vote are in the official MPWC records maintained by the Chief Operating Officer.