

**RESOLUTION 2021-7
MOUNT HOLLY FIRE DISTRICT No. 1**

**RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR THE USE
OF PROCUREMENT CARDS AND AUTHORIZING THE EXECUTION OF A
CORPORATE CARD PROGRAM**

WHEREAS, the Qualified Purchasing Agent (QPA) has recommended that procurement cards be utilized where appropriate for purchases of and/or for the Mount Holly Fire District No. 1; 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) establishes the specific circumstances when procurement cards can be used; and

WHEREAS, the Board of Fire Commissioners find that a procurement card program would be beneficial to the District and authorize the use of procurement cards and establish policy and procedures for their use as required by law; and

WHEREAS, the Board of Fire Commissioners authorizes the QPA 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 Mount Holly Fire District No. 1.

NOW, THEREFORE BE IT RESOLVED that the Board of Fire Commissioner of Mount Holly Fire District No. 1 hereby adopts the attached following policies and procedures for the use of procurement cards for purchases of and/or for the Mount Holly Fire District No. 1 and that the policies and procedures for the use of procurement cards as stated herein shall be included in the District's Purchasing Manual.

PROCUREMENT CARDS (P-Cards)

I. UTILIZATION OF P-CARDS

1. P-Cards can be used for supplies or services under the following circumstances:
 - a. When payment to vendors is required in advance of the delivery of goods or services and the goods and or services cannot be obtained from any other source at a comparable price and the Qualified Purchasing Agent and Treasurer have approved the purchase of such item(s) from a particular vendor.
 - b. When placement of orders for goods and services is made through an electronic computerized transaction (i.e., order is placed from computer to

computer via the internet or similar computer network) as authorized by N.J.S.A. 40A:5-16. and the Qualified Purchasing Agent and Treasurer has approved such item(s) for purchase from a particular vendor.

2. P-Cards cannot be used for the purchase of items or services of a personal nature for employees or officials. Travel, dining and room and board expenses are also not permitted.

II. PROGRAM OVERSIGHT

1. The Qualified Purchasing Agent shall serve in the capacity of Program Manager and shall be responsible for day-to-day oversight and management of supervisory review of P-Card usage. Supervisory review means confirming the propriety and accuracy of P-Card usage by all authorized users. In the Purchasing Manager's absence, this will be the responsibility of the Treasurer.
2. The role of Program Manager in overseeing the P-Card program does not exempt that individual from accountability to those above them in the organization.
3. The Program Manager shall assure that internal controls are maintained concerning the integrity of vendor payments, and that P-Card usage is in conformance to all New Jersey Local Public Contracts Law requirements.
4. The Program Manager shall receive training in all aspects of the system.
5. P-Cards must be issued in the name of a specific individual upon completion of the requisite training and cannot be issued to personnel who are neither covered by a fidelity bond or a blanket honesty policy held by the District. Violations of policies governing P-Card usage shall result in appropriate remedial or disciplinary action.
6. P-Cards shall be issued in the names of the Director of Fire Services and the Treasurer. All cards shall have imprinted on them both the users' names and the name of the District. The need for any additional P-Card holders, that may be identified in the future, shall be approved by the Board of Fire Commissioners.
7. P-Card holders shall sign an acknowledgement of P-Card training to abide by policies and procedures for procurement card usage and said agreement shall be retained by the District in their personnel files.
8. P-Card holders 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 goods or disputes must be reported to the Program Manager quickly to ensure either the charge is cancelled, or the District receives proper credit.
9. The Program Manager shall ensure that sufficient funds are encumbered from the proper accounts to cover any charges the user is authorized to make.

BE IT FURTHER RESOLVED, that the within Resolution shall be effective immediately upon passage; and

BE IT FURTHER RESOLVED, that any resolution or part of a resolution inconsistent herewith are hereby repealed or otherwise revoked; and

BE IT FURTHER RESOLVED, that if any section, paragraph, sentence, clause or phrase in the Resolution is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Resolution; and

BE IT FURTHER RESOLVED, that notwithstanding anything set forth herein to the contrary, the Board shall be permitted to amend, modify, repeal or otherwise act as to those topics which are the subject of the Resolution provided said acts are consistent with public policy, Board bylaws, township ordinances, local, state and federal laws and rules and regulations promulgated thereunder; and

BE IT FURTHER RESOLVED, that an original signed, conformed and compared copy of this Resolution be accessible and maintained by the Board of Fire Commissioners of Fire District No.1 as an official Board record pursuant to and in accordance with the "Open Public Records Act", N.J.S.A. 47:1A-1 et seq. and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, *et seq.* as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

Board of Commissioners Recorded Vote


Member	Motion	Second	Aye	Nay	Abstain	Absent
Joshua Brown			X			
Jason Fajgier		X	X			
Stefanie Haines			X			
Richard McIlwee			X			
Nicole Saucier	X		X			

CERTIFICATION

I, **STEFANIE HAINES**, do hereby certify that the foregoing is a true and compared copy of an original Resolution now on file and of record in the District office, which was duly adopted at a public meeting held on the 5th day of May, 2021.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No. 1, Township of Mount Holly on this 5th day of May, 2021.


STEFANIE HAINES, CLERK
Board of Fire Commissioners
Fire District No.1
Township of Mount Holly

District Seal