

RESOLUTION 23-10

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE TOWNSHIP OF GREENE, PIKE COUNTY,  
PENNSYLVANIA ESTABLISHING POLICIES AND  
PROCEDURES FOR PURCHASING AND BILL PAYING.**

WHEREAS, it is incumbent upon municipalities to ensure the efficient procurement of appropriate goods and services at appropriate prices.

WHEREAS, Greene Township ("Township") has recognized that purchasing procedures need to be formalized and outlined to serve as a guide for Township employees and Supervisors; and

WHEREAS, sound purchasing operations will contribute to the economical and effective operation; and

WHEREAS, this policy will help to ensure proper accounting procedures necessary to maintain efficient control over the Township's expenditures; and

WHEREAS, cost-effective purchasing and efficient acquisitions are in the Township's best interest; and

WHEREAS, this policy will help to ensure necessary authorization is obtained for applicable expenditures

WHEREAS, this policy will provide direction for the processing of invoices and distributions of payments.

NOW, THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED that Greene Township adopts the Purchasing Policy attached hereto as Exhibit A.

RESOLVED AND ADOPTED THIS 16<sup>th</sup> DAY OF September, 2023.

ATTEST

  
Secretary

TOWNSHIP OF GREENE  
BOARD OF SUPERVISORS



Gerald A. Chert



Effective: September 6, 2023

## **Purchasing Policy/Procedures**

The purpose of this manual is to provide the user with a clear and concise guide for procuring goods and services for Greene Township and accounting for the same. This policy establishes a standardized procurement method that values, quality, efficiency, effectiveness, transparency, equity and integrity. The obligation for insuring that this goal is achieved rests with every employee of the Township.

- I. Purchasing Procedure:
  - A. Purchased under \$500.01
    1. Do NOT require a purchase order provided they are within budget unless required by departmental policy or vendor
  - B. Purchases over \$500.00
    1. DO require a purchase order to be signed by the Treasurer and one Supervisor.
  - C. Purchases between \$1,000.00 and \$12,200.00, as indexed by the Second Township Code.
    1. In addition to a signed purchase order, these purchases require approval of a majority of the Board of Supervisors at a public meeting
    2. Multiple quotes are not required but are encouraged whenever practical.
  - D. Purchases between \$12,200.00 and \$22,500.00, as indexed by the Second-Class Township code.
    1. In addition to the previously listed requirements these purchases require a minimum of three (3) telephonic quotes although written quotes are encouraged whenever possible.
    2. In the event three (3) quotes are not obtainable, a lesser number is acceptable if the requestor can demonstrate multiple attempts were made for the required quotes and the same is reflected in the meeting minutes.
  - E. Purchases in excess of \$22,500.00, as indexed by the Second-Class Township code
    1. In addition to approval at a public meeting, purchases in excess of the bidding threshold shall require public bidding in accordance with the Second-Class Township Code.
    2. Items purchased via State Contract/Cooperative Purchasing are exempt from the bidding requirements in accordance with the Second Class Township Code
- II. Payment Procedure
  - A. Upon obtaining the required approval for purchase as provided in Section I, the Department Head shall make the approved purchase.

- B. Upon receipt of the goods or services, the department head shall verify the goods/services have been received as ordered in quantity and quality.
- C. Upon receipt, the invoice shall be submitted to the Treasurer for payment. All checks shall be signed by the Treasurer and one member of the Board of Supervisors.
- D. For 1099 vendors, the vendor must complete a W-9 before the Treasurer can release the payment.
- E. Routine bills, such as utility bills that paid monthly, may be prepaid and ratified by the Board of Supervisors in the list of bills to be paid at the next Township meeting.
- F. Bills for which the Township would incur a late fee or would lose a discount advantage may be paid if due prior to the next meeting of the Board of Supervisors and shall be ratified in the list of bills to be paid at the next Township meeting.