

RESOLUTION 2026-344

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN AND STATE OF NEW JERSEY AUTHORIZING AND ADOPTING POLICIES AND PROCEDURES FOR THE USE OF PROCUREMENT CARDS

WHEREAS, the Township Committee finds that a procurement card program can be a beneficial tool for authorized Township purchases while strengthening purchasing controls and operational efficiency; and

WHEREAS, the rules governing the use of procurement cards by local units are set forth in applicable law and regulation, including N.J.S.A. 40A:5-16(c) and N.J.A.C. 5:30-9A; and

WHEREAS, the Township desires to establish a procurement card program with TD Bank and to adopt written policies and procedures governing the use, custody, oversight and reconciliation of procurement cards; and

WHEREAS, the Township desires that procurement cards be issued in the names of specifically authorized employees, while the physical cards are maintained in the Finance Department when not checked out for authorized use; and

WHEREAS, the Township desires to designate the Chief Financial Officer as the Procurement Card Program Manager responsible for administration and oversight of the program;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey, that the Township hereby authorizes the establishment and use of a Procurement Card Program through TD Bank and adopts the Township of Barnegat Procurement Card Policy attached hereto and incorporated herein.

BE IT FURTHER RESOLVED, that the Chief Financial Officer is designated as the Procurement Card Program Manager and is authorized to administer the program, maintain appropriate internal controls, determine authorized Cardholders and card limits, oversee physical custody and checkout of cards, review transactions and documentation, and take such actions as are reasonably necessary to implement and manage the program in accordance with law and Township policy.

BE IT FURTHER RESOLVED, that procurement cards shall be issued only in the names of specifically authorized Township employees and shall be housed in the Finance Department in a secure location when not checked out for authorized use.

BE IT FURTHER RESOLVED, that the Chief Financial Officer is authorized to execute or approve documents reasonably required by TD Bank to implement the Procurement Card Program, subject to all applicable laws, regulations and Township requirements.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption.

CERTIFICATION

I, Donna M. Manno, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey, do hereby certify the foregoing resolution adopted by the Township Committee at a Regular meeting on October 6, 2026

Donna M. Manno, RMC
Municipal Clerk