# RESOLUTION \_\_\_\_\_

**TOWNSHIP OF \_\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF \_\_\_\_\_\_, WASHINGTON \_\_\_\_\_\_, PENNSYLVANIA ESTABLISHING POLICIES AND PROCEDURES FOR PURCHASING ANDBILL PAYING.**

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

WHEREAS, **\_\_\_\_\_\_** 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 **\_\_\_\_\_\_** Township adopts the Purchasing Policy attached hereto as Exhibit A.

RESOLVED AND ADOPTED THIS \_\_ DAY OF \_\_\_\_\_\_, 20XX.

ATTEST TOWNSHIP OF **\_\_\_\_\_\_**

 BOARD OF SUPERVISORS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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