

**LIBERTY TOWNSHIP
ADAMS COUNTY, PENNSYLVANIA
RESOLUTION NO.: 2020-14**

A RESOLUTION AUTHORIZING LIBERTY TOWNSHIP DEPARTMENT HEADS PURCHASE AUTHORIZATION.

WHEREAS, the Board of Supervisors of Liberty Township, Adams County believes that the public health, safety, and welfare of all the residents of the Municipality will be better served and protected by the adoption of this resolution.

NOW THEREFORE, be it resolved by the Board of Supervisors, Liberty Township, Adams County, as follows:

Section 1. The Board of Supervisors hereby establishes the following general monthly purchasing limits per department head to allow for merchandise or services to be obtained during the general course of business for budgeted items within the respective departments. It is preferred that the department heads use an established credit account when purchasing merchandise or services required as a function of their duties at Liberty Township in accordance with the following provisions.

- a. Roadmaster - \$2,000
- b. Secretary/Treasurer -\$2,000
- c. Chief of Police - \$2,000

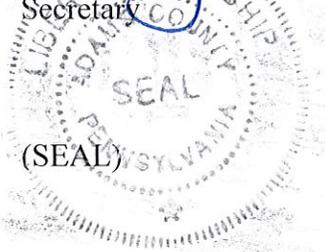
Section 2. Exceptions: If a department head must exceed the purchasing limits contained in Section 1., a second signature is required. If the department head is not a Supervisor, the second signature will be from a Supervisor. If the department head is a Supervisor, then a Treasurer who is not a Supervisor should be the additional signature. There is no exception if the Treasurer is also a Supervisor.

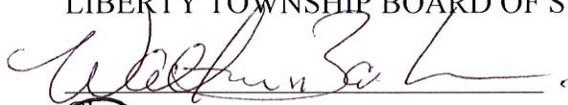
Section 3. The Department Head must present a copy of the receipt or invoice to the Secretary/Treasurer and must include a description and/or purpose of the purchase, budget account number, and authorized signature on the receipt or invoice and purchases will be presented at the next available public Board of Supervisors' meeting and considered for retroactive approval by the Board of Supervisors.

Section 5. All resolutions or parts of resolutions heretofore enacted, as those resolutions shall be inconsistent with this resolution, shall be and are expressly repealed and are declared to be null and void.

ENACTED AND RESOLVED by the Board of Supervisors of Liberty Township of Adams County, Pennsylvania, in lawful session duly assembled, this **6th day of October 2020.**

ATTEST:


Secretary

(SEAL)

LIBERTY TOWNSHIP BOARD OF SUPERVISORS

Chair

Supervisor

Supervisor