

**A Resolution of the Borough of Lansford  
Carbon County, PA**

**Resolution 2026-05**

A RESOLUTION ESTABLISHING A PURCHASING POLICY & PROCEDURE

**WHEREAS** the Lansford Borough Council recognizes the need for a clear and effective purchasing policy to govern the expenditure of municipal funds.

**NOW, THEREFORE,** the resolution rescinds established on February 11<sup>th</sup>, 2026, to establish the following procedures for the expenditure of municipal funds, including expenditures authorized to be paid without Council approval, the utilization of purchase orders, and the designation of authorized purchasing representatives.

**Section 1:** Procedure for Expenditure of Municipal Funds

All expenditures must be approved by the Governing Body during a public meeting, except for those specified in Section 2 of this Resolution. Payments will only be processed if sufficient funds are available.

**Section 2:** Expenditures Authorized for Payment between Council Meetings\*\*

The following types of invoices may be paid without Council approval when funds are available:

- Utilities (Water/Sewer/PPL/Heat)
- Vehicle Fuel
- Telephone and Internet
- Maintenance Contracts previously approved by the Governing Body
- Payroll Expenditures
- Dues & Fees for Office Supplies and Equipment
- Reimbursements under \$150.00
- Benefit premiums (health, vision, life)
- Magisterial filing fees
- Loan payment
- Card Service or Amex (With approved purchase order)
- Municipal insurance premiums (workers' comp, property & liability, etc.)

Additionally, ACH payments for approved accounts or invoices may be authorized between public meetings with the consent of the Governing Body, provided the Borough President is present.

**Section 3:** Use of Purchase Orders

A purchase order must be submitted for each vendor purchase, except for those expenditures listed in **Section 2**. Each purchase order shall include:

- Description of the item
- Actual price of the item
- Department budget line item for which it was purchased
- Required signatures

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**Invoices received without a corresponding purchase order number will not be processed for payment. Fragmentation of purchases for the same expenditure is not allowed.**

Purchases up to \$250 require two signatures:

- A purchase Order
  - Two members of the affected committee
- (or a documented email confirmation if they are unavailable).

For purchases of \$1,000 or more, at least three quotations are required along with the signatures of:

- Two members of the affected committee

**Section 4: Authorized Purchasers**

The following individuals are designated as authorized purchasers for the Borough of Lansford:

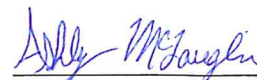
1. Council Members
2. Borough Treasurer
3. Borough Secretary

This resolution shall take effect on February 11<sup>th</sup>, 2026

Adopted this 11<sup>th</sup> day of February at the regular meeting of Lansford Borough Council.

**BOROUGH OF LANSFORD  
ATTEST:**

  
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Joseph Genits, Council Vice-President

  
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Ashley McLaughlin, Secretary

