

CLAIMS AND PAYMENTS

Chapter 7

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[HISTORY: Adopted by the Township Committee of the Township of Barnegat 3-19-84 by Ord. No. 1984-8. Amendments noted where applicable.]

Be it ordained by the Township Committee of the Township of Barnegat, in the County of Ocean and State of New Jersey:

§ 7-1. Purpose.

The purpose of this ordinance is to update and revise the procedures for payment of claims and for the submission of purchase orders to the Township of Barnegat, County of Ocean, State of New Jersey.

§ 7-2. Submission of bill of demand.

Any person, corporation, partnership or other entity claiming payment from the township shall present a detailed bill of demand (N.J.S.A. 40A:5-16) to the Township Treasurer, duly certified.

§ 7-3. Township Clerk/Administrator designated approval officer.

The Township Clerk/Administrator is hereby designated as the certifying and approval officer for all claims submitted to the township.

§ 7-4. Certification and signature of Clerk/Administrator on all claims.

It shall be the duty of the Clerk/Administrator to sign and certify each claim indicating that the materials have been received or the services rendered to the township.

§ 7-5. Requirements for presentation of claim.

All claims presented for payment must have the accounting copy of the purchaser order and invoice, a voucher and receiving copy all properly signed by the claimant.

§ 7-6. Certification by Township Treasurer.

It shall be the duty of the Township Treasurer to certify the existence of proper and sufficient appropriations for the

payments to be made and to determine that there is legal authority for the payments.

§ 7-7. Submission of bill list to Township Committee.

It shall be the duty of the Township Treasurer to prepare a bill list and resolution to be submitted to the Township Committee at a regular or special meeting. Said bill list shall be signed by at least three (3) of the five (5) committee members prior to payment of the claims listed thereon.

§ 7-8. Checks to be signed by two officials.

All checks drawn on the account of the township and to be issued by it shall be signed by any two (2) of the four (4) following township officials:

Mayor, Deputy Mayor, Treasurer, and Clerk/Administrator.

§ 7-9. Approval of payment indicated on claims.

It shall be the duty of the Township Treasurer or such other officer designated by resolution of the governing body, to indicate on said claims that they have been approved for payment, with the date of approval thereof noted on the claim.

§ 7-10. Payrolls.

In the case of payrolls, the appropriate department heads or such officer or employee as may be designated by resolution of the governing body shall prepare the necessary payrolls for all employees, which payroll shall be duly certified by the person authorized to certify that the services have been rendered and the amount specified is in fact due and owing to the employee or employees.

§ 7-11. Reimbursement for traveling expenses.

In the case of reimbursement for actual and necessary traveling expenses, itemized claims supported by receipts or other documentation where available, should be presented to obtain reimbursement for expenses incurred by local officials where authorized to travel by the municipality.

§ 7-12. Requisition and purchase order procedure.

- A. Purchase orders are to be prepared by the department requesting the order. The purchase order must indicate the appropriate department in the "SHIP TO PORTION" of the purchase order. All orders must be signed by the appropriate department head.
- B. Completed purchase orders must be forwarded to the Clerk/Administrator for his approval.
- C. The purchase order will then be forwarded to the Township Treasurer's office for certification of the availability of funds and assignment of a purchaser order number. **THE WHITE COPY OF THE ORDER WILL BE RETAINED BY THE TREASURER'S OFFICE FOR ENCUMBERING THE PROPER ACCOUNT.**
- D. If the purchaser order is not approved by the Clerk/Administrator or if funds are not available, it will be returned to the department head with a notation as to why it was not approved.
- E. Approved purchase orders will then be sent to the department of origination for mailing. **THE BLUE AND GOLD COPIES SHOULD BE RETAINED BY THE DEPARTMENT HEAD AND THE PINK AND GREEN COPIES MAILED TO VENDOR.**
- F. Upon receipt of the merchandise for services, it will be the department head's responsibility to check the order for accuracy against the invoice, sign the **GOLD** receiving copy of the purchaser order, and **ATTACH** the **INVOICE** and **VOUCHER** and forward it to the Treasurer's

Office. By following this procedure, it will notify the Treasurer that the order has been completed and the department head satisfied with the merchandise, and the order can then be processed for payment. All calls and correspondence relating to a purchase order will be referred to the department originating the purchase order, except those requesting payment after all the proper paper work has been received by the Township Treasurer.

- G. The department head's copy of the order shall be kept on file in the respective offices with a notation of the date it was signed off for payment.
- H. All of the above procedures are to be considered to be mandatory and no payments will be made unless they are followed.