

TOWNSHIP OF DENNIS

**COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

ORDINANCE NO. 2019-02

**AN ORDINANCE OF THE TOWNSHIP OF DENNIS, COUNTY OF CAPE MAY AND
STATE OF NEW JERSEY, AMENDING CHAPTER 44, OF THE CODE OF THE
TOWNSHIP OF DENNIS ENTITLED, "PURCHASING".**

WHEREAS, the Chief Finance Officer has recommended various amendments to Chapter 44 entitled, "Purchasing"; and

WHEREAS, the Township Committee has reviewed said recommendations and concur.

NOW, THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Dennis, County of Cape May and State of New Jersey, that Chapter 44, Section 6 B, Section 6 C(13) and Chapter 44, Section 6 H(1)(o) of the Code of the Township of Dennis entitled "Purchasing" be amended as follows:

Section 44-6 Standard purchasing procedures.

B. Quote comparison sheets. Quote comparison sheets will be available from the Chief Finance Officer/Treasurer's Office and shall be prepared for items totaling more than six thousand dollars (\$6,000.), or as set forth in statutes, at the Chief Finance Officer/QPA's discretion.

C (13). Approval: signature of department head or individual to whom authority has been delegated by department head. A request for purchase of budgeted items where total cost will not exceed five hundred dollars (\$500) requires only the approval of the department head and Chief Finance Officer. Purchases where the total costs exceed five hundred dollars (\$500) would require the approval of the department head, Chief Finance Officer/Treasurer and Administrator.

H. The Chief Finance Officer/Treasurer's Office shall prepare, as a minimum, a three-part purchase order. The numbers shown below correspond to the numbers found on the sample form available from the Chief Finance Officer/Treasurer's Office:

(1) Part One: Voucher for Payment.

(a) Vendor's certification: signature of vendor and date.

(b) Department head approval: the voucher will be returned to the department head by the Chief Finance Officer/Treasurer's Office for signature.

- (c) Date of payment: shall be inserted by the Chief Finance Officer/Treasurer's Office at time of payment.
- (d) Check number: the check number will be inserted by the Chief Finance Officer/Treasurer's Office at time of payment.
- (e) Approval as to availability of funds: The signature of Chief Finance Officer/Treasurer or Deputy Treasurer shall be required, indicating funds are available for this purchase.

(2) Part Two: Vendor or file copy.

- (a) Vendor/name and address: complete name and address of vendor. Please include all post office box and zip codes.
- (b) Purchase order number: This number is preprinted and consecutively numbered.
- (c) Department/division: full name of department or division and account number to be charged.
- (d) Date: date purchase order is typed.
- (e) Deliver to: delivery point, Township Hall or Public Works. Specific information to be supplied, including full name and to whom delivery should be made, if applicable.
- (f) Attention of: specific person to whom delivery should be made.
- (g) Quantity/unit: provide specific date relative to quantity required and shipping unit (box, carton, case, etc).
- (h) Full description of requested purchase: a full description of the items or services to be purchased. Additional sheets shall be used if necessary. Under no circumstances should an additional purchase order form be utilized.
- (i) Price: exact price of each unit.
- (j) Amount: provide total price, including shipping charges. While every attempt should be made to determine the total price, it may be necessary, on occasion, to estimate shipping charges.
- (k) Contract number: enter the state contract number of vendor, or if bid item, the date of award.
- (l) Required delivery date: date that you would require delivery; to assure delivery is on time, ascertain as applicable lead time(s), including ordering, design, manufacture or production and shipping data, if item is not stocked.
- (m) Total: enter the total cost for all of the items on the purchase order.

(3) Part Three: Department Copy.

Section 44-7 Emergency purchases.

Emergency purchases shall only be authorized when a situation requires the immediate purchase or delivery of goods or services to meet an actual danger to the public health, safety or welfare. The head of the department requesting an emergency purchase shall contact the Administrator in order to receive approval. In the absence, of the

Administrator, the Chief Finance Officer should be requested to declare an emergency. On the next working day following the emergency, the department head shall submit a written report to the Chief Finance Officer/Treasurer describing the emergency and the steps taken to resolve the matter. The Chief Finance Officer/Treasurer should execute a purchase order, and the request for purchase should be submitted routinely to the Chief Finance Officer/Treasurer's Office.

Section 44-8 Availability of funds.

The Chief Finance Officer/Treasurer's Office shall properly complete and determine that legally appropriated and sufficient funds are available. The availability of funds will be certified by the Chief Finance Officer/Treasurer or the Deputy Treasurer pursuant to N.J.A.C. 5:30-14.5, as amended and supplemented. The certified purchase order forms shall be signed by the Chief Finance Officer/Treasurer's Office, the purchase order parts shall be distributed as follows:

- A. Parts One and Two: forwarded to the vendor to place the order, Part 2 to remain with the vendor, Part 1 (voucher) to be returned by the vendor with his invoice(s) when requesting or claiming payment.
- B. Part Three: forwarded to the requesting department serving notice that the order has been placed, to be filed in an open requisition file by commodity service title and stapled with the duplicate requisition.

Section 44-9 Responsibility of vendor.

On receipt of the purchase order, the vendor performs accordingly in providing the goods or services. The vendor returns the signed voucher (Part 1) and the original invoice(s) to the Chief Finance Officer/Treasurer's Office, which forwards to the requesting department head for signature.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon final passage and publication in accordance with law.

Zeth A. Matalucci, Mayor

Scott J. Turner, Deputy Mayor

Thomas VanArtsdalen, III, Committee Member

Matthew Cox, Committee Member

Frank L. Germanio, Jr., Committee Member

The foregoing Ordinance was introduced at a meeting of the Township Committee of the Township of Dennis on February 26, 2019. Publication will be held on March 06, 2019 and a Public Hearing will be held at a meeting of the said Township Committee to be held on March 26, 2019 at 6:30 p.m. in the Municipal Building located at 571 Petersburg Road in Dennisville.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk