

**ORDINANCE  
TOWNSHIP OF FRANKLIN  
ORDINANCE AMENDING CHAPTER 21  
CLAIMS APPROVAL  
O-16-17**

**WHEREAS**, Chapter 21, sets forth the Purchase Order procedure; and

**WHEREAS**, the Township Committee of the Township of Franklin desires to modify Chapter 21; and

**21-1. Purchase order procedure**

The following procedures will be used for all purchases except for emergency purchases, which will be processed pursuant to the procedures noted in § [21-2](#) of this chapter.

A. An electronic process that interfaces with the Township's financial systems shall be used to request, authorize and process purchases.

B. A purchase request in the form of a purchase requisition shall be created and authorized by the department head. All purchases shall be reviewed by the Administrator. Purchases over the bid threshold shall be reviewed by the Administrator and then be presented by the Administrator to the governing body for consideration along with a certification of fund availability by the CFO. Funds shall be encumbered and deducted from the available balance of the appropriate line item at the time the purchase order is created.

C. After the purchase has been approved by the Administrator or Governing Body as appropriate, the CFO will, thereafter, review the purchase requisition to ensure compliance with all Local Public Contracts Laws (N.J.S.A. 40A:11 et seq.) and Township policies and procedures. If the purchase complies with the Local Public Contracts Law and Township policies and procedures, the CFO shall approve the purchase and create a purchase order.

D. The vendor, or his designee, listed as the payee on the purchase order shall sign the claimant's certification, acknowledging that they have provided the goods or services listed on the bill that is attached to the purchase order, if the purchase order has been issued for an amount greater than the limit set by the New Jersey Local Finance Board for quote requirements. Purchase orders less than that amount do not need a claimant's certification according to the Division of Local Government Services.

E. At the time an order is received, the department head or his or her designated representative shall inspect the delivered product or materials. If satisfactory as received, the department head or his or her designated representative shall sign the receiver certification section of the purchase order to indicate that the quantity and quality of the commodity received complies with the specifications and/or scope of work. The department head shall then 1<sup>st</sup> approve the purchase order and forward the purchase order to the Chief Financial Officer with the invoice and which will constitute the payment request. Upon 1<sup>st</sup> approval by the department head, and receipt of the invoice, the CFO shall 2<sup>nd</sup> approve the purchase order so that the Administrator can properly review all invoices for payment approval. The Administrator shall then 3<sup>rd</sup> approve purchase orders which can then be presented for payment to the Township Committee.

F. At each regularly scheduled Township Committee all vouchers for purchase orders will be presented to the Township Committee for approval. Bills shall be paid twice a month provided the Township Committee meets twice. The Chief Financial Officer shall issue payment in the form of a check which requires three signatures: 1)Mayor or Deputy Mayor, 2)Township Clerk and 3)Chief Financial Officer.

G. The CFO, as designated by the Township Committee, shall have the authority to expend Township funds via the above procedure. No other employee of the Township shall incur any liability on the part of the Township absent proper authorization as set forth in this chapter. Any liability incurred by an employee without proper authorization in accordance with the terms set forth herein will become the personal liability of that employee and not the Township's.

**§ 21-2 Emergency purchase orders.**

An emergency purchase shall be authorized only when circumstances require the immediate purchase or delivery of goods or services to meet an actual emergency. An emergency is defined by statute as "affecting the public health, safety or welfare that requires the immediate delivery of the article or the performance of the services." See N.J.S.A. 40A:11-6. The

department requesting the emergency purchase shall first contact the Township Administrator for approval to proceed with contacting the Chief Financial Officer to request authorization to purchase. No emergency purchase shall be made without the approval of the Chief Financial Officer. On the next working day following the emergency request the department head shall submit a written report to the Chief Financial Officer, Township Administrator and Township Committee describing the emergency. The CFO will then initiate the appropriate purchase order.

**BE IT FURTHER ORDAINED**, that this Ordinance shall take effect immediately upon its final passage, adoption, and publication provided by law.

Attest: Township of Franklin

\_\_\_\_\_  
Barbara Freijomil, Clerk

\_\_\_\_\_  
Donald Krevetski, Mayor

**CERTIFICATION**

I, Barbara Freijomil, Clerk of the Township of Franklin, in the County of Gloucester, do hereby certify that the foregoing is a true and correct copy of an Ordinance introduced by the Township Committee of the Township of Franklin at a meeting held on July 27, 2017, and will be considered for Public Hearing and final adoption at 7 PM on August 10, 2017, at which time any person interested therein will be given an opportunity to be heard.

\_\_\_\_\_  
BARBARA FREIJOMIL, CLERK

Introduced July 27, 2017

	Yes	No	Abstain	Absent
Ms. Vassallo				
Mrs. Flaim				
Mrs. Petsch-Wilson				
Mr. Deegan				
Mayor Krevetski				

Adopted August 10, 2017

	Yes	No	Abstain	Absent
Ms. Vassallo				
Mrs. Flaim				
Mrs. Petsch-Wilson				
Mr. Deegan				
Mayor Krevetski				

Notice is hereby given that the foregoing Ordinance O-16-17 was finally adopted at a meeting of the Franklin Township Committee held on Thursday, August 10, 2017 at 7:30 in the Township of Franklin Municipal Building, 1571 Delsea Drive, Franklinville, NJ.

\_\_\_\_\_  
BARBARA FREIJOMIL, CLERK