

**ORDINANCE
TOWNSHIP OF FRANKLIN
ORDINANCE AMENDING CHAPTER 21
CLAIMS APPROVAL
O-20-14**

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 order shall be created and authorized by the department head. Purchases over \$500 but less than the bid threshold of the Township shall be reviewed by the Administrator. Purchases over the bid threshold shall also 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. [Amended 12-29-2009 by Ord. No. O-22-2009]

C. After the purchase has been approved by the Administrator or Governing Body as appropriate, the Purchasing Agent will, thereafter, review the purchase request 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 Purchasing Agent shall approve the purchase.

D. After approval by the Purchasing Agent, the Chief Financial Officer shall review and approve or reject the purchase order. If approved by the CFO the department head then has sufficient authorization to print and distribute the Purchase Order as follows:

(1) Copies 1 and 2 will be forwarded to the vendor; copy 2 shall be retained by the vendor; copy 1 shall be returned by the vendor with an invoice requesting payment from the Township.

(2) Copy 3 will be retained by the Chief Financial Officer for record purposes.

(3) Copy 4 will be returned to department head and retained for record purposes.

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 (copy 1) 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 return the purchase order (copy 1) to the Chief Financial Officer with the invoice and printed purchase order which will constitute the payment request.

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: Mayor or Deputy Mayor, Township Clerk and Chief Financial Officer.

G. The Purchasing Agent, 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 Purchasing Agent (in the absence of the Purchasing Agent, the Chief Financial Officer) to request authorization to purchase. No emergency purchase shall be made without the approval of the Purchasing Agent or the Chief Financial Officer. On the next working day following the emergency request the department head shall submit a written report to the Purchasing Agent, Chief Financial Officer, Township Administrator and Township Committee describing the emergency. The Purchasing Agent 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 Edward Leopardi, 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 Tuesday, July 22, 2014, and will be considered for Public Hearing and final adoption at 7 PM on August 26, 2014, at which time any person interested therein will be given an opportunity to be heard.

BARBARA FREIJOMIL, CLERK

Notice is hereby given that the foregoing Ordinance O-20-14 was finally adopted at a meeting of the Franklin Township Committee held on the August 26, 2014 at 7:00 in the Township of Franklin Municipal Building, 1571 Delsea Drive, Franklinville, NJ.

BARBARA FREIJOMIL, CLERK

	Yes	No	Abstain	Absent
Mr. Genna				
Mr. Deegan				
Mrs. Neely				
Mr. Gonzalez				
Mayor Leopardi				