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VOUCHERS AND CLAIMS

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Chapter 17

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[HISTORY: Adopted by the Mayor and Council of the Borough of Helmetta 12-9-1985. Amendments noted where applicable.]

§ 17-1. Available funds required.

No department, office or agency of the Borough shall expend or commit any funds of the Borough unless the Treasurer shall first certify that there is an unencumbered balance of appropriation and funds available for the purpose.

§ 17-2. Purchase order system; purchasing manual.

- A. Prior to the payment of any bill, claim or demand against the Borough, the Business Administrator, if there be such a position or, if not, a department head, Board Chairman or other authorized officer shall certify that the materials, supplies or equipment have been received according to a purchase order system or that the work, labor or services shall have been rendered according to order or contract. A voucher on a form prescribed by the Treasurer shall be presented for each

bill, claim or demand. [Amended 4-28-1993 by Ord. No. 9-1993]

- B. A Purchasing Manual of the Borough of Helmetta shall be the official document upon which all purchases and contracts for goods and services shall be based. This Purchasing Manual may be revised by simple resolution of a majority of the Borough Council as may be necessary from time to time.

§ 17-3. Procedure.

No article or service shall be contracted for or purchased by any department, board, agency or office of the Borough of Helmetta except in accordance with the procedures as set forth in the Purchasing Manual of the Borough of Helmetta. The Borough of Helmetta will not be bound by any purchase or contract made contrary to the policy as set forth in the manual, and any employee or representative of the Borough who violates the policy may face dismissal or other disciplinary action, as well as personal liability for any costs or obligations improperly incurred.

§ 17-4. Purchasing agent.

The Treasurer of the Borough shall serve as the Borough purchasing agent for the term fixed by law for Treasurer.

§ 17-5. Meeting preparation. [Amended 5-23-2001 by Ord. No. 10-2001; 5-29-2002 by Ord. No. 9-2002]

- A. The Chief Financial Officer shall prepare for each regular meeting of the Council a list of all bills, claims and vouchers to be paid. Such list shall be prepared in sufficient quantity for each member of the Council and the Mayor, and at least one copy shall be filed in the office of the Borough Clerk as a public record open to examination. All vouchers that are presented for

payment shall be in a format which includes a list of vouchers indicating each payee, description of claim and amount thereof. The list of vouchers shall be approved or disapproved pursuant to a formal resolution requiring a majority vote of the Mayor and Council at a regular or special meeting.

- B. Statutory or mandated payments required for debt service, county and school levy apportionments, employer's contributions to state pension systems; insurance premiums, electric, telephone and natural gas utilities, operating lease payments, tax title lien redemptions, postage, postage meter lease payments, petty cash replenishment, payroll service fees and similar nondiscretionary expenses such as Township of East Brunswick for Water Purchase, Monroe Municipal Utilities Authority for sewer service, Middlesex County Improvement Authority for lease purchase payments and for recycling services and Middlesex County Utilities Authority for solid waste, interlocal service agreements, state agencies for locally generated revenue and fees i.e., marriage license, construction code, animal control and similar fees and interfund advances and liquidation may be made by the Chief Financial Officer and included on the list of vouchers presented at the next regular meeting of the Mayor and Council but only if such payments are approved in advance by the Borough Administrator upon receipt of properly executed vouchers.

§ 17-6. Disbursement procedures.

After Council approval has been given, disbursements shall be made by a check or draft signed by the Mayor and countersigned by the Treasurer; payroll checks shall be signed by the Mayor and countersigned by the Treasurer upon certification by the Clerk of the total payroll.