

**AN ORDINANCE OF THE TOWNSHIP OF WOOLWICH REPEALING AND REPLACING CHAPTER 8 OF THE  
CODE OF THE TOWNSHIP OF WOOLWICH ENTITLED "CLAIMS APPROVAL"**

**2023-02**

**WHEREAS**, Chapter 8 of the Code of the Township of Woolwich entitled "Claims Approval" was adopted by Ordinance 92-1 in February of 1992; and

**WHEREAS**, the Township of Woolwich intends to delete said Chapter and replace with the following, which better reflects statutory compliance with purchasing requirements;

**NOW THEREFORE BE IT ORDAINED** by the Township Committee of the Township of Woolwich as follows:

**SECTION 1.**

That Chapter 8 of the Code of the Township of Woolwich entitled "Claims Approval" be and is hereby deleted in its entirety and shall be replaced with the following:

**Chapter 8 Claims Approval:**

**A.**

A purchase requisition shall be prepared and computer generated by the department head (or designee). The purchase requisition shall be forwarded to the Purchasing Agent.

**B.**

State bid threshold.

**(1)**

The Township will maintain three levels of approval to ensure proper internal controls and accountability for all purchases under the state bid threshold (set by N.J.S.A. 40A:11-1 et seq.). Level One will be approval by the department head; second approval will be by the Chief Financial Officer (CFO) or Purchasing Agent to ensure compliance with the Local Public Contracts Law (N.J.S.A. 40A:111 et seq.), ensure sufficient funds are available and all other applicable Township policies and procedures are met. The third and final approval for all purchases below the state bid threshold shall be the Township Administrator (or his/her designee). Upon receiving (third) approval, the Purchasing Agent will prepare a purchase order, encumber the funds and deduct same from the available balance of the appropriate item.

**(2)**

All purchases above the state bid threshold shall be approved by the governing body by resolution.

**C.**

The Purchasing Agent shall sign the purchase order and return it to the department head for distribution as follows. A copy will be forwarded to the vendor which shall be signed and returned by the vendor with an invoice requesting payment from the Township.

**D.**

At the time an order is received, the department head or his or her designated representative shall sign the receiver certification section of the purchase order (copy one) 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 one) to the Chief Financial Officer with the invoice and request for purchase which will constitute the payment request.

**E.**

On the first and third Monday of each month, a bill list shall be presented to the Township Committee for final approval. The Chief Financial Officer shall issue payment in the form of a check, which requires two signatures: the Mayor, Chief Financial Officer or Administrator/Clerk.

**F.**

Only the Purchasing Agent, Township Administrator, or Chief Financial Officer 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.

**§ 8-2 Emergency purchase orders.**

An emergency purchase shall be authorized only when circumstances require the immediate purchase or delivery of goods and services to meet an actual emergency. An emergency is defined by statute as "affecting the public health, safety or welfare that requires 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 contact the Purchasing Agent (in the absence of the Purchasing Agent, the Chief Financial Officer or Township Administrator) to request approval. No emergency purchase shall be made without the approval of the Purchasing Agent or the Chief Financial Officer or the Township Administrator. On the next working day following the emergency request the department head shall submit a written request to the Purchasing Agent (or Chief Financial Officer) and Township Committee describing the emergency. The Purchasing Agent will then initiate the appropriate purchase order.

**Inconsistency:**

All Ordinances or parts of Ordinances that are inconsistent with the terms of this Ordinance are hereby repealed to the extent of their inconsistency.

**Effective Date:**

This Ordinance shall take effect immediately upon proper passage, publication in accordance with law and after final adoption as provided by law.

TOWNSHIP OF WOOLWICH

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Craig Frederick, Mayor

ATTEST: \_\_\_\_\_  
Jane DiBella, Clerk

NOTICE

Notice is hereby given that the foregoing ordinance was introduced and passed on first reading at a meeting of the Township Committee of the Township of Woolwich, held on the 17<sup>th</sup> day of January, 2023 and will be considered for final passage at a meeting of the Township Committee of the Township of Woolwich, to be held on the 6th day of February, 2023 at 6:30 p.m. at which time and place any interested party will be given the opportunity to be heard.

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Jane DiBella, Township Clerk