

**CITY OF GARFIELD
BERGEN COUNTY, NEW JERSEY
ORDINANCE NO.: 3026**

**AN ORDINANCE TO AMEND PART II, GENERAL LEGISLATION, CHAPTER 53,
PURCHASING, ARTICLE III, PURCHASES BY VENDOR, OF THE REVISED
GENERAL ORDINANCES OF THE CITY OF GARFIELD**

WHEREAS, N.J.A.C. 5:30-9A.6 and 5:31-4.1 and Local Finance Notice 2018-13 gives local units discretions to not require claimant certification by enacting a standard policy by resolution for vendors or claimants; and allowing local units greater flexibility in implementing the claimant certification requirement; and

WHEREAS, as continued internal control, N.J.S.A. 40A:5-16(b) still requires local units “a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit” prior to any disbursements of funds; and

WHEREAS, pursuant to N.J.A.C. 5:30-9A.6 and 5:31-4.1, the City of Garfield wishes to set forth revised requirements for Claimant “Vendor” Certifications; and the Chief Financial Officer having determined that certain circumstances no longer require a vendor (claimant certification) signature on a purchase order;

BE IT ORDAINED, by the Governing Body of the City of Garfield, that Part II, General Legislation, Chapter 53, Purchasing, Article III, Purchases by Vendor, is hereby amended to include as follows:

Section 1. The current text of City Ordinance Part II, General Legislation, Chapter 53, Purchasing, Article III, Purchases by Vendor, is hereby amended to include as follows:

Article III Purchases Through Vendor

§ 53-6 Payment of claims.

The City shall not disburse any funds for goods or services without the following:

- (a) **Invoice.** The person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up with certification of the using department claiming payment that the bill or demand is correct; and

- (b) **Purchase Order.** The payment carries a written or electronic certification of some officer or duly designated employee of the City of Garfield having knowledge of the facts that the goods have been received by, or the services rendered to the City.

§ 53-7 Claimant certification.

As per N.J.A.C. 5:30-9A.6(d), Claimant certification shall only be required for reimbursement of employee reimbursement expenses.

§ 53-8 Employee reimbursement.

No employee expenses shall be reimbursed, unless the employee provides a detailed statement, certified in writing by the employee, along with original documentation in support of each expense.

§ 53-9 Circumstances when claimant certification shall not be required.

Claimant certification is not required under the following circumstances: when payment is made using EFT methods, claimant certification is not part of the vendor's normal course of business, payment of utility, bulk, regular monthly services, contracted services acquired by bid or competitive contracting, refunds due to individuals, or purchases under \$1,000, excluding vendors prohibited by law.

Section 2. All other provisions of this Chapter, Article, and Section endure and shall remain in full force and effect;

Section 3. Any article, chapter, section, paragraph, subsection, clause, or other provision of the Code inconsistent with the provisions of this ordinance is hereby repealed to the extent of such inconsistency.

Section 4. In case, for any reason, any portion or provision of this Ordinance shall be held to be unconstitutional or invalid, the same shall not affect any other portion or provision of this Ordinance, except so far as the portion or provision so declared unconstitutional or invalid shall be severed from the remainder or any portion thereof.

ATTEST: _____

Erin Delaney, MPA, RMC, CMC

City Manager/City Clerk

Introduced: January 23, 2024

Adopted: February 13, 2024

APPROVED: _____

Richard Rigoglioso, Mayor