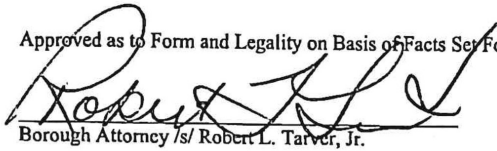


Approved as to Form and Legality on Basis of Facts Set Forth



Borough Attorney /s/ Robert L. Tarver, Jr.

**BOROUGH OF PENNS GROVE  
COUNTY OF SALEM  
STATE OF NEW JERSEY**

**ORDINANCE NO. 2021-17**

**ORDINANCE ESTABLISHING A PURCHASE ORDER PROCEDURE**

The following procedures will be used for all purchases except for emergency purchases.

- A. An electronic process that interfaces with the Borough'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 or his/her designee. 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 Chief Financial Officer (CFO). Funds shall be encumbered and deducted from the available balance.
- 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 Borough policies and procedures. If the purchase complies with the local public contract laws and Borough 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 Order for quote requirements. Purchase orders less than that amount do not need a claimant's certification.
- 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

request. Upon first approval by the department head, and receipt of the invoice, the CFO shall be the second to approve the purchase order so that the Administrator can properly review all invoices for payment approval. The Administrator shall then be the third to approve purchase orders which can then be presented for payment to the Borough committee.

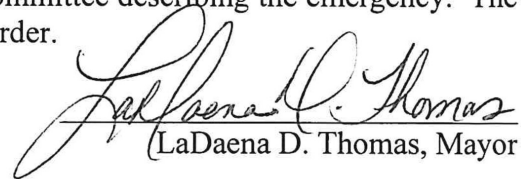
F. At each regularly scheduled Borough Council meeting, all vouchers for purchase orders will be presented to the Borough Committee for approval as listed on the Bill List. Bills shall be paid twice a month, provided the Borough Council meets twice. The Chief Financial Officer shall issue payment in the form of a check which requires two signatures: Mayor or Council President and Chief Financial Officer.

G. The CFO, as designated by the Borough Council, shall have the authority to expend Borough funds via the above procedure. No other employees of the Borough shall incur any liability on the part of the Borough 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 may become the personal liability of that employee and not the Borough's.

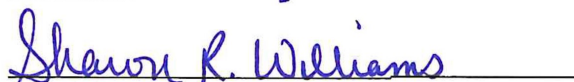
H. To the extent that the Borough has recurrent expenses which occur on a monthly perfunctory basis, the Borough Council shall authorize the anticipatory payment of those expenses as set forth in a separate resolution.

### 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 Borough 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, Borough Administrator and Borough Committee describing the emergency. The CFO will then initiate the appropriate purchase order.

  
LaDaena D. Thomas, Mayor

ATTEST:

  
Municipal Clerk

7/6/2021  
Date Adopted

Intro: 6/15/2021

DO NOT USE SPACE BELOW THIS LINE													
RECORD OF COUNCIL VOTE ON FIRST READING													
COUNCIL MEMBER	AYE	NAY	N.V	A.B.	MOT.	SEC.	COUNCIL MEMBER	AYE	NAY	N.V.	A.B.	MOT.	SEC.
MARTIN	X						GIORDANO	X					X
SCARPACI	X						RAMBO	X					
CARTER	X												
MINCEY, PRESIDENT								X				X	
X-Indicates Vote    NV-Not Voting    AB-Absent    MOT-Motion    SEC-Second													

Final: 7/6/2021

DO NOT USE SPACE BELOW THIS LINE													
RECORD OF COUNCIL VOTE ON FINAL PASSAGE													
COUNCIL MEMBER	AYE	NAY	N.V	A.B.	MOT.	SEC.	COUNCIL MEMBER	AYE	NAY	N.V.	A.B.	MOT.	SEC.
MARTIN	X					X	GIORDANO	X					
SCARPACI	X						RAMBO				X		
CARTER	X				X								
MINCEY, PRESIDENT								X					
X-Indicates Vote    NV-Not Voting    AB-Absent    MOT-Motion    SEC-Second													

This is a Certified True copy of the Original Ordinance on file in the Borough Clerk's Office.

DATE OF ADOPTION:

7/6/2021

*Sharon R. Williams*  
/s/ Sharon Williams, Borough Clerk