

ORDINANCE NO. 14-2017

**BOROUGH OF ROSELAND
COUNTY OF ESSEX, STATE OF NEW JERSEY**

**AN ORDINANCE AMENDING CHAPTER II ENTITLED
“ADMINISTRATION” SECTION 65 ENTITLED “PAYMENT
OF CLAIMS” OF THE REVISED GENERAL
ORDINANCES OF THE BOROUGH OF ROSELAND**

WHEREAS, the New Jersey Division of Local Government Services regularly provides technical and financial assistance in budgeting, financial reporting, joint services, purchasing, and management issues to local municipalities; and

WHEREAS, such technical assistance occasionally results in changes to recommended and/or required purchasing and procurement procedures; and

WHEREAS, the Mayor and Council of the Borough of Roseland wish to keep the Borough’s purchasing and procurement policies current and up to date;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Roseland that Chapter I of the Revised General Ordinances of the Borough of Roseland entitled “Administration” shall be amended as follows:

SECTION I

That section 2-65.2, entitled “Purchasing Policies and Procedures” shall be amended to add the following **thus** and to delete the following ~~thus~~:

2-65.2 Purchasing and Procurement Policies and Procedures.

The Governing Body shall, by resolution, adopt purchasing and procurement policies and procedures upon recommendation of the Chief Financial Officer.

~~— a. *User Department.* The Department Head notifies the Finance Office of goods or services needed by use of a requisition form.~~

~~— b. *Finance Office:*~~

~~— 1. The Accounts Payable Clerk prepares the purchase orders.~~

~~— 2. The Chief Financial Officer examines the Purchase Order for arithmetic correctness and checks available budget balance.~~

~~— 3. When the Chief Financial Officer certifies funds to be available, the Purchase Order is signed by the Accounts Payable Clerk and returned to the User Department.~~

~~— 4. The Department Head signs the Purchase Order to validate order.~~

~~— 5. If the Purchase Order is over five hundred (\$500.00) dollars or if the Purchase Order is for attending a seminar, conference or convention, the Purchase Order is first given to the Borough Clerk to be put on the agenda for approval from the Mayor and Council.~~

- ~~— c. *Vendor.*~~
 - ~~— 1. The vendor ships the goods to or performs services for User Department.~~
 - ~~— 2. Vendor must sign voucher copy of the Purchase Order and return to User Department with an invoice. Both signature and invoice must be original.~~
- ~~— d. *User Department.* Upon satisfactory inspection of the goods and/or verifying the performance of services, the Department Head signs the Department Certification on the Voucher, attaches the original invoice and transmits to the Finance Office.~~
- ~~— e. *Finance Office.*~~
 - ~~— 1. The Chief Financial Officer reviews the voucher and invoice for correctness and processes it for payments.~~
 - ~~— 2. If written quotes are required, they must be attached to the Voucher for proper record keeping purposes.~~

(New)

SECTION II

If any section or provision of this ordinance shall be invalid in any court the same shall not affect the other sections or provisions of this ordinance except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

SECTION III

All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION IV

This ordinance shall take effect in accordance with applicable law.

NOTICE

NOTICE IS HEREBY GIVEN, that the above Ordinance was introduced and passed on first reading at an Official Meeting of the Governing Body of the Borough of Roseland held in the Municipal Building on the 19th day of September, 2017, and the same shall come up for final passage at an Official Meeting of the Governing Body to be held on the 17th day of October, 2017, at 7:30 P.M. in the Municipal Building at 19 Harrison Avenue, at which time any persons interested shall be given the opportunity to be heard concerning said Ordinance.