TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY

ORDINANCE NO. 2016-10

AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE NO 10-04

BE IT ORDAINED, by the Township Committee of the Township of Downe, County of Cumberland and State of New Jersey as follows:

1. **Purpose and Scope**
   No Change

2. **Authority Vested in Chief Financial Officer**
   No Change

3. **The Purchasing Process**
   A.    No Change

   B.    All expenditures in excess of [$500.00] $1,500.00 must be approved by the Township Committee of the Township of Downe. All expenditures are subject to the "Pay to Play" laws as stated in P.L.2005, Chapter 271.

4. **Purchase Orders and Vouchers**
   A. Upon approval of the departmental requisition, the CFO will print a purchase order. A purchase order is a two-part form, the purchase order and the file copy. The purchase order must be [signed] initialed by the CFO [and the Municipal Clerk]. The purchase order in mailed, emailed or faxed to the vendor for signature and the file copy must be filed in the finance department. The purchase order is the actual order for goods and services from a particular and the voucher is the bottom part of the purchase order. The vendor must sign the voucher portion and return the entire purchase to the CFO and the finance department for payment. Only original signed in ink vouchers will be considered for payment. Fax copies of the signature are not acceptable.

   B.    No Change

5. **Purchase Exceeding $17,500.**
   A.    No Change
   B.    No Change
   C.    No Change

6. **Emergency Appropriation**
   A.    No Change

7. **Effectiveness of Ordinance**
   No Change

8. **Federal, State or Private Grant Purchasing Procedures**
   A.    All grants are established as appropriation items and, as such, the purchasing process outlined in Ordinance No 10-04 shall apply. The statue, regulation or contract establishing the grant may contain requirements or

restrictions that exceed those required by NJ State law that will also need to be adhered to when making purchased with Federal, State or Private Grant funds.

9. **Federal FEMA Grant Purchasing Procedures**
   A.  All grants are established as appropriation items and, as such, the purchasing process outlined in Ordinance No 10-04 shall apply. The statue, regulation or contract establishing the grant may contain requirements or restrictions that exceed those required by NJ State law such as the Federal FEMA Procurement Policy 44 CFR 13.36 that would also need to be adhered to when making purchased with Federal FEMA Grant funds.

10. **Check Signature Requirement**
    A.-1  Current Account
    Two signatures required, one of which must be an original ink signature and one of which must be the CFO as follows: Mayor and CFO or Deputy Mayor and CFO

    A.-2  Clerk Account
    Small Cities Account
    Hurricane Sandy Donation Account
    Recreation Account
    Planning Board Escrow Account
    Unemployment Account
    Capital Improvement Account
    One signature required as follows: Mayor or CFO

    A.-3  Dog Account-one signature required as follows: Registrar

    B.  Prior to any check being issued, a Purchase Order must first be included on a monthly bill list and that bill list must be voted on and approved at the monthly Township Committee meeting. The exceptions of issuing a check prior to a Purchase Order being included or approved on a monthly bill list is the required payment of Capital Debt payments, Bond payments, Bond Anticipation Note payments, School, County or Fire District tax levy payments and Insurance Premium payments;

**SECTION 1  REPEALER**  All former Ordinances of the Township of Downe which are in conflict with the provisions contained in this Ordinance are hereby repealed upon the adoption of this Ordinance.

**SECTION 2  SEVERABILITY**  If any part or parts of this Ordinance are held to be invalid for any reason such decision shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 3**  This Ordinance shall take effect after final approval and publication as required by law.

DATED:  JULY 12, 2016
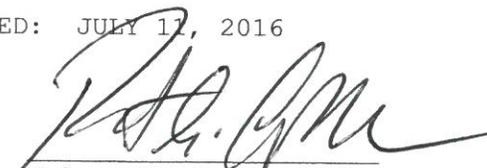
BY:  _____      _____
     Robert Campbell, Mayor                 Nadine Lockley, Acting Municipal Clerk