

RESOLUTION AUTHORIZING THE STREAMLINING PURCHASE ORDER PROCESSING BY REMOVING REQUIREMENTS FOR PAPER DOCUMENTS

Whereas, providing the Townships' departments with an efficient process in which they can purchase necessary items and make prompt payment to vendors without compromising the integrity of the purchasing process will save Taxpayer dollars; and,

Whereas, the transition to electronic processing of purchase orders will reduce the use of paper and creates an office environment that is more sustainable; and,

Whereas, the Township Administration has been focusing on sustainable processing for all of its financial processes; and,

Whereas, the Township Administration has decided to move toward instituting "paperless purchase orders"; and,

Whereas, the current process is mostly electronic, but with a physical component called the "Claimant Certification"; and,

Whereas, the next step toward "paperless purchase orders" is to eliminate the requirement that the Township provide a paper copy of the Purchaser Order with the Claimant Certification for vendors to physically sign, validating charges, in addition to a detailed invoice and all other required proofs of service; and

Whereas, systems that maximize electronic transmission of documents is more efficient than handling and storing paper documents; and,

Whereas, the Claimants Certification has long been considered by municipal finance professionals as an ineffective vestige from an era long gone, not utilized in any other state government in the United States; and,

Whereas, the State of New Jersey Division of Local Government Services has promulgated N.J.A.C. 5:30-9A.6, allowing municipalities to specify when payment to vendors must require a written certification that a bill or demand is correct; and,

Whereas, the Township's Auditor, nor his Quality Control manager have any objection to the implementation of this policy;

Therefore, be it resolved that, effective the date of adoption of this resolution, vendors submitting bills or demands for payment are not required to submit a written Claimants Certification except as specified below:

(1) A claimant's certification shall be required to reimburse an employee for Township expenses

(2) A claimant's certification shall be required for payments for personal services (defined as a service provided exclusively and entirely by the individual seeking payment)

(3) A claimant's certification shall be required for any construction contracts awarded by the governing body subsequent to a bid process.

Be It Further Resolved, that a copy of this resolution be provided to the Township's Auditor.

Karen J. Carnevale, R.M.C.
Municipal Clerk

Jerry Guarino, Council President

Adopted: April 9, 2019