

**TOWNSHIP OF WYCKOFF  
COUNTY OF BERGEN, STATE OF NEW JERSEY**

**ORDINANCE #2003**

**AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 15  
(CLAIMS APPROVAL) OF THE CODE OF THE TOWNSHIP OF  
WYCKOFF**

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Wyckoff, in the County of Bergen, State of New Jersey, that the Code of the Township of Wyckoff is amended as follows:

**SECTION 1.** Chapter 15 (Claims Approval) is hereby amended and supplemented in its entirety to read as follows:

**CHAPTER 15 CLAIMS APPROVAL**

**§ 15-1 Presentation of claims.**

- A. Any person claiming payment from the municipality shall present a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with a certification of the party claiming payment by either original signature, signature stamp, facsimile signature or electronic signature, that the bill or demand is correct (N.J.S.A. 40A:5-16) to the Chief Financial Officer, duly certified or, in the alternative, supported by an affidavit of the claimant. Such claims shall be submitted on voucher forms provided by the Township.
- B. All claimant certification procedures shall comply with N.J.A.C. 5:30-9A.6.
- C. The Township shall, as it deems necessary and appropriate, allow payments to be made without certification by a claimant as to whether the bill or demand is correct under the following circumstances:
  - (1) When payment to the claimant is required in advance of the delivery of the following materials or services if those materials or services cannot be obtained from any other source at comparable prices, including:
    - a. For such purposes as may be permitted pursuant to N.J.S.A. 40A:5-16.2 and 16.3;
    - b. Payment obligations to the state or federal governments;
    - c. Membership in a nonprofit organization;
    - d. Educational courses;
    - e. Registration for a conference or convention sponsored by a nonprofit organization; and
    - f. Website hosting, including registration and maintenance of a domain name;
    - g. When ordering, billing, and payment transactions for goods or services are made through a computerized electronic

transaction utilizing standard electronic funds transfer technologies; and

- h. Where the claimant does not provide, as part of its normal course of business, a certification from an individual with knowledge of the transaction that a bill or demand is correct, however, the Chief Financial Officer shall have the sole discretion to require a claimant certification as the Chief Financial Officer may from time to time deem appropriate.

D. These provisions shall not apply to the reimbursement of employee expenses or payment for professional or personal services.

- a. No employee expenses shall be reimbursed unless the employee provides a detailed statement, certified in writing by the employee, along with documentation in support of each expense.
- b. For the purposes of this section, a "personal" service shall be a service provided exclusively and entirely by the individual seeking payment.

E. Claimant certification shall not be required as a condition for payment to be made for debt service or any services set forth under N.J.S.A. 40A:5-16.d.

#### **§ 15-2 Certification of receipt of materials.**

The Chief Financial Officer shall see that the written or electronic certification of the officer or duly authorized employee whom the Township Administrator has duly designated to certify that the materials have been received by or the services rendered to the Township appears on every claim.

#### **§ 15-3 Preliminary approval.**

Claims shall be presented to two Township Committeemen serving as the Finance Subcommittee of the Township Committee. If satisfied that the claims are proper and valid, the Finance Subcommittee shall sign the vouchers and present them to the governing body for formal approval at a regular meeting.

#### **§ 15-4 Approval or rejection by governing body.**

Claims shall be considered by the governing body, which shall approve the same, except that said governing body may reject any claim presented to it, stating the reason for such rejection. Any disapproved claim shall be referred back to the Chief Financial Officer with such instruction as the governing body may give at the time of disapproval.

#### **§ 15-5 Recording of claims.**

It shall be the duty of the Municipal Clerk to record all claims in the official minutes, indicating that the governing body has, by formal action, approved the same, with appropriate record as to any claims disapproved or rejected.

**§ 15-6 Indication of approval for payment.**

It shall be the duty of the Chief Financial Officer, or designee, to indicate on said claims that they have been approved for payment, with the date of approval thereof noted on the claim.

**§ 15-7 Preparation of checks.**

After the claims have been approved, the Chief Financial Officer, or designee, shall prepare the necessary checks and drafts for the payment thereof, which shall be signed by the Mayor and the Municipal Clerk and then countersigned by the Chief Financial Officer. After preparing checks or drafts for the payment of claims, the Chief Financial Officer, or designee, shall record them in proper books of account and thereafter mail or otherwise distribute the checks to the claimants.

**§ 15-8 Preparation of payrolls.**

In the case of payrolls, the appropriate department heads or such officer or employee as may be designated by the Township Administrator shall prepare the necessary payrolls for all employees, which payrolls shall be duly certified by the person authorized to certify that the services have been rendered and the amount specified is, in fact, due and owing to the employee or employees. Said payroll shall then be approved by the department head responsible therefor and presented to the Township Administrator and the governing body for approval and, after approval, shall be paid in due course.

**§ 15-9 Payroll account.**

A payroll account is hereby established, and the governing body may, by resolution, prescribe the manner in which payroll checks shall be drawn, who shall sign the same, and the dates on which payment shall be made.

**§ 15-10 Reimbursement for travel expenses.**

Any claim for reimbursement of actual and necessary traveling expenses shall be itemized and supported by receipts where available and shall be authorized by the Township Committee.

**SECTION 2.** If any section, sub-section, paragraph, sentence, or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

**SECTION 3.** All ordinances or parts of ordinances that are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4.** This ordinance shall take effect after final adoption and publication and otherwise as provided by law.