

**R25-29**

**RESOLUTION ESTABLISHING POLICIES AND PROCEDURE FOR THE PAYMENT OF CLAIMS,  
CLAIMANT'S SIGNATURE FOR PAYMENT PURSUANT TO N.J.S.A. 40A:5-16, N.J.A.C. 5:30-  
9A.6 AND N.J.A.C. 5:31-4.1**

**WHEREAS**, on August 18, 2016 the State of NJ legislature adopted PL 2016, Ch 29 which would allow local units to 1) utilize standard electronic funds transfer technologies and 2) greater flexibility on when to require a vendor certification prior to paying claims; and

**WHEREAS**, NJSA 40A:5-16 requires that the governing body of any local unit shall not pay out of its monies unless:

(a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).

(b) the payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit (certification of the user department).

**WHEREAS**, N.J.A.C. 5:30-9A.6(c), N.J.A.C. 5:31-4.1, and Local Finance Notice 2018-13 gives local units discretion to not require claimant certification by enacting a standard policy by resolution for vendors or claimants who do not provide such certification as part of its normal course of business; and

**WHEREAS**, the Local Finance Board adopted the rules and regulations that the local units must adhere to in order to enact the provisions of the law; and

**WHEREAS**, N.J.A.C. 5:30-9A.6 allows that municipalities may by resolution set forth the circumstances when they will or will not require a vendor (claimant) signature on a purchase order; and

**WHEREAS**, the Chief Financial Officer has determined that the following circumstances be applied with respect to this act:

**Vendor Signature Required**

**(stamp, fax electronic or wet is acceptable)**

- Employee Reimbursements
- For services provided exclusively and entirely by an individual or professional service
- Refund of municipal revenue
- Individual / sole proprietor or single member LLC
- Any situation deemed necessary by the CFO or designee

**Vendor Signature not Required**

- Vendors who are paid through EFT technologies
- Vendors who do not provide certifications as part of the normal course of business
- Debt Service
- Utilities including telecom, internet access, etc.
- Professional Development expenses i.e. Memberships, Publications, Educational Courses and Conference Registrations
- Payments to Municipal, County, State and Federal Government

**NOW, THEREFORE, BE IT RESOLVED**, the Governing Body of the Borough of Barrington in the County of Camden, that the internal accounting controls presented above by the Chief Financial Officer are adopted as Borough Policy for Payment of Claims; and

BE IT FURTHER RESOLVED that this resolution upon its adoption for all claims paid be enacted as of February 10 2025.

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EDWARD F. BRENNAN  
Mayor

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DENISE L. BROUSE  
Borough Clerk

It is hereby certified that the foregoing is a true and correct copy of a resolution duly adopted by the Mayor and Council of the Borough of Merchantville at a meeting held on February 10, 2025.

Dated: \_\_\_\_\_

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Denise L. Brouse  
Borough Clerk