

**RESOLUTION # 47-2026**

**RESOLUTION OF THE BOROUGH OF STRATFORD, COUNTY OF CAMDEN  
ADOPTING A FORMAL PURCHASING POLICY FOR THE BOROUGH**

**WHEREAS**, the Borough of Stratford is required to comply with the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and all related regulations governing the procurement of goods and services; and

**WHEREAS**, the Borough Council recognizes the need for clear, consistent, and transparent purchasing procedures to ensure compliance with State law, promote fiscal responsibility, and safeguard public funds; and

**WHEREAS**, the Borough's Qualified Purchasing Agent has prepared and recommended a written **Purchasing Policy** establishing procedures for requisitions, quotations, bidding thresholds, use of State and cooperative contracts, vendor selection, documentation, and internal controls; and

**WHEREAS**, the Borough Council finds that adopting a formal Purchasing Policy will improve accountability, enhance efficiency, and ensure that all Borough departments follow uniform procurement standards;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Stratford, County of Camden, State of New Jersey, that the **Purchasing Policy** presented to the Governing Body is hereby adopted as the official procurement policy of the Borough; and

**BE IT FURTHER RESOLVED**, that all Borough departments, officers, and employees shall comply with the Purchasing Policy and any future amendments made in accordance with applicable law; and

**BE IT FURTHER RESOLVED**, that the Borough Administrator and Qualified Purchasing Agent are authorized to implement the policy, provide training as needed, and ensure ongoing compliance with the Local Public Contracts Law and all related statutes and regulations; and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution and the adopted Purchasing Policy shall be kept on file in the Office of the Borough Clerk and made available for public inspection.

**CERTIFICATION**

I, Michelle Hack, RMC, Borough Clerk, do hereby certify the foregoing Resolution to be a true and complete copy of a Resolution duly adopted at a public meeting of the Governing Body of the Borough of Stratford held on March 12, 2026.



**MICHELLE HACK, RMC  
BOROUGH CLERK**



## BOROUGH OF STRATFORD

### STANDARD PURCHASING PROCEDURES

All purchases of goods or services must be made in accordance with New Jersey State Local Public Contracts Law which have been translated into the following guidelines, which most affect the purchasing methods for the Borough of Stratford. For all purchases, Department Heads are to use their best effort to secure the most economical price that meets the required quality specifications.

#### **REQUISITION AND PROCESS**

- A. Quotes must be completed by the Department Head and include a budget appropriation line for the Qualified Purchase Agenda ("QPA") to utilize for funds for all Borough Purchases regardless of the amount.
- B. The Finance Office will complete the Purchase Order at their earliest convenience, but within two business days.
- C. The Finance Office ensures the necessary funds are available for the purchase. If funds are available, s/he will encumber the funds in the financial system and generate and sign a Purchase Order.
- D. The Department Head or QPA signs the P.O. and then places the order with the vendor along with a copy of the P.O.
- E. Council Liaison will sign all Purchase Orders at the regular monthly meeting.

For purchases under <1.00 - \$7950:

- A. Requisitions to the QPA are required from All Municipal Departments. A Sample is attached. Print copies or emailed copies to the QPA are sufficient.
- B. No resolution required unless the purchase commits to a monthly payment schedule.

For purchases between \$7,950 and \$53,000:

- A. N.J.S.A. 40A:11-3(a)(2) states that "a contract having an anticipated value in excess of \$17,500, below the contracting unit's applicable public bidding threshold, is not required to be awarded by the governing body of the contracting unit and may be awarded by the qualified purchasing agent of the contracting unit;" N.J.S.A. 19:44A-20.5 states that "a contract having an anticipated value in excess of \$17,500 but below the applicable public bidding threshold shall not be required to be awarded by the governing body of a municipality, may be awarded by the qualified purchasing agent of the contracting unit;. This is authorized in Local Finance Notice 2025-08, which states that "the governing body of a municipality or county (or any agency or instrumentality thereof) may delegate the authority to award a contract having an anticipated value in excess of \$17,500, but below the bid threshold of a Local Public Contracts Law contracting unit with a qualified purchasing agent (i.e. a "window contract"), to the Qualified Purchasing Agent. This delegation of authority should be incorporated into the resolution adopted pursuant to N.J.S.A. 40A:11-3 increasing the contracting unit's bid threshold.
- B. Purchase Orders that exceed 15% of the bid threshold (currently \$7,950) require at least 3 quotes. Quotes shall be obtained by the Dept. Head, or their designee, are to be attached to the Requisition. Quotes should be solicited in writing listing the specifics needs or goods, so all quotes shall be comparable. The threshold is based on the total amount of the project or the vendor per calendar year (in the aggregate). If either the project total or the vendor total reaches the thresholds, then the above rules **must** be met.

Exceptions to obtaining quotes:

1. Goods or services are deemed Extraordinary Unspecified Services or Goods by the Chief Financial Officer ("CFO") and the Solicitor, which shall require a resolution to memorialize the action in accordance with the Matrix provided within this policy.
2. Use of State Contract or Cooperative Purchasing Agreement.

For purchases over \$17,500:

- A. The New Jersey State Local Public Contracts Law guidelines for the Competitive Bidding process must be followed. Such contracts can only be awarded by resolution of Borough Council or Authorized by the CFO.
- B. Upon receipt of the vendor invoice, the finance office will match the requisition, purchase order and invoice, and submit a voucher package of these documents to the applicable department head for review and signature, acknowledging his/her acceptance of items delivered and amounts charged. If the invoice total exceeds the authorized amount reflected on the PO, the Department Head should document on the PO the reason for the additional charges incurred.
- C. The signed voucher package is then sent to the finance office for payment processing.
- D. All transactions in excess of \$17,500 require approval by the Council and a Resolution as a “Fair and Open Process” a “Non-Fair and Open Process” an “Open Competitive Bid” or as one of several exceptions to bid. An exception is Cooperative Purchasing contracts which are awarded by purchase order up to the \$17,500 bid threshold. Contracts are monitored for performance as payments are processed.

## **EMERGENCY PURCHASES**

- A. As defined by the State of New Jersey, an emergency can affect the health, safety and/or welfare of the public.
- B. The emergency must require the immediate delivery of goods or services in order to resolve the situation.
- C. Which purchases qualify for emergency status is based on the judgement of the Department Heads in conjunction with the CFO and the Solicitor.
- D. A Resolution shall be passed to memorialize the purchase at the next regular meeting of the Governing Body in accordance with the matrix provided within this policy.

## **PREVAILING WAGE**

Prevailing Wage Rates on Construction-Related Public Works Projects awarded directly by municipal government must be valued at \$19,375. (NJSA 34:11-56.25 et seq.) establishes a prevailing wage level for workers engaged in public works in order to safeguard the worker’s efficiency and general well-being, and to protect them as well as their employers from the effects

of serious and unfair competition resulting from wage levels that are detrimental to the efficiency and well-being of all concerned. The Act requires the payment of minimum rates of pay to laborers, craftsmen, and apprentices employed on public works projects. Covered workers must receive the appropriate craft prevailing wage rate as determined by the Commissioner of Labor and Workforce Development.

## **PURCHASE ORDERS**

- A. The Borough does not require a claimant's certification from the vendor on MOST purchase orders. This action is the result of recent New Jersey State legislation which allows local units the discretion to opt out of obtaining signature as determined by Governing Body.
- B. The law STILL requires a vendor's certification in two instances:
  - 1. Employee reimbursements (which are limited)
  - 2. Services performed EXCLUSIVELY by an individual.
- C. Blanket Purchase Orders for recurring items and/or other small dollar volume purchases can be created. The QPA and the CFO shall determine which vendors can be issued a Blanket Purchase Order.
- D. No formal commitment can be made to a vendor without a purchase order. No goods or services will be procured without a valid Purchase Order containing the signature of the Department Head.

## **STATE CONTRACT OR CO OPERATIVE PURCHASING**

This is the preferred method of purchasing and alleviates the need for the bid threshold.

- A. State Contract or Cooperative Purchasing number must be provided on the requisition.
- B. Using this method eliminates the need for the local unit to obtain bids, quotes, the Business Registration/Public Works registration and follow Pay to Play rules.
- C. State Contract or Cooperative Purchasing vendors require approval by the Council with a resolution as prescribed by the Matrix in accordance with this policy.

## **EMPLOYEE REIMBURSEMENT**

- A. The Borough is tax-exempt, therefore shall not pay State sales tax, even in the form of reimbursement.
- B. Employee reimbursement shall be at the discretion of the Council Finance Liaison and or the Chief Financial Officer.

## **PURCHASING RESPONSIBILITY**

It is the responsibility of the Department Heads to ensure the vendor valid under the criteria set forth by the State of New Jersey and provide the Treasurer or the Finance Office the appropriate documentation:

- A. Business Registration Certificate NJSA 52:32-44 requires that all business organizations that do business with local governments provide proof of the registration.
- B. W-9 Form.
- C. Public Works Contractor Registration NJSA 34:11-56.48. All contractors and subcontractors who bid on or engage in the performance of any construction-related public works projects in New Jersey must register with the New Jersey Department of Labor and Workforce Development. (If applicable).
- D. All Borough employees who purchase on behalf of the Borough must adhere to the Local Government Ethics Law, NJSA 40A:922.1etseq., among other things that law provides that no Borough official, officer, employee or person functioning in that capacity, or member of their immediate family or business organization in which they have an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment or other thing of value from a vendor doing business with the Borough, for the purpose of influencing him, directly or indirectly in the discharge of his official duties.

## **PARTIAL PAYMENTS/DAMAGED GOODS**

Any vendor requesting partial payment should be referred to the Chief Financial Officer. Partial deliveries and /or Damaged goods should be reported by the Department Head to the Finance Office who shall record the damage/shortage on the Purchase Order. The Department Head in conjunction with the Finance Office will contact the vendor to resolve the discrepancy (i.e. replacement, removal from invoice). No payment will be authorized until goods are received or services are rendered according to specification(s) and contract terms.

## SURPLUS / OBSOLETE MUNICIPAL PROPERTY

- A. All such property is presumed to have some sale value or to be determined to have only scrap value. As such, N.J.S.A. 40A:11-36 requires that, upon resolution of the governing body authorizing same, the municipality must attempt to sell most surplus or unneeded equipment by public sale.
- B. Items purchased by grant funds must be separately identified.
- C. No employee of the Borough may legally sell such equipment, except as provided by this statute.
- D. If the estimated fair value of the property to be sold exceeds 15% of the bid threshold (\$7,950) in any one sale, it shall be sold at a public sale to the highest bidder.
- E. Notice of the date, time and place of the public sale, together with a description of the items to be sold and the conditions of sale, must be published in a newspaper.
- F. A private sale can be authorized by governing body resolution only to another agency.
- G. All proceeds from the sale of unneeded equipment are submitted to the CFO for appropriate accounting.

### RESOLUTION MATRIX

PURCHASE AMOUNT	\$Up to 7949	\$7950 - \$52,999	17,500 +
Requisition and P.O.	x	x	x
Resolution and 3 quotes obtained.			x
Competitive Bidding Process must be followed.			x
Sale of Surplus obsolete goods.	x	x	x
Refund or payout to an individual.	x	x	x

# PURCHASE REQUISITION

**Borough of  
Stratford**

**Finance  
Office**

DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

BUDGET LINE TO BE  
CHARGED \_\_\_\_\_

ORDER PRIORITY

URGENT

NON-URGENT

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE</u>

**SUBMITTED BY** \_\_\_\_\_