



## **DOING BUSINESS WITH THE TOWNSHIP OF MOUNT OLIVE**

### **Purchasing Policies:**

1. The Township of Mount Olive conducts its purchasing in accordance with applicable laws of the State of New Jersey and the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)
2. Prior to doing business with the Township, all vendors must have on file a completed W-9 form and a NJ Business Registration Certificate or a letter of exemption. Failure to submit these documents may result in delay of a purchase order and/or payment.
3. The Township of Mount Olive does not consider any item(s) ordered, until a Purchase Order is generated. If any vendor fulfills a verbal or written order and/or purchase order without the authorized signatures of the Chief Financial Officer and Purchasing Agent, the Township is not obligated to pay for said goods and/or services pertaining to such order (N.J.S.A. 40A:4-57).

### **Vendors awarded NJ State Contracts and/or NJ Cooperative Contracts**

1. When submitting a written proposal, price quote and invoice to Mount Olive Township, the following information **must** be listed:
  - The State Contract Number with corresponding State Contract Commodity Number and Priceline(s) for each item quoted or The NJ Cooperative Contract Number and Priceline(s) for each item quoted.
  - The unique manufacturer identification code assigned to each item (Part number)
  - A clear and concise item description
  - The quantity of items quoted
  - The manufacturer's list price (MSRP)
  - The State's or Cooperative percent discount rate
  - The State's or Cooperative discounted price
  - Other additional discounts as appropriate must be noted
  - Total Extended Price
2. Contractor information – Contractor's name, contact person, contact phone number, date of quote and quote number.

**NOTE: Failure to include the required information will result in delay of a purchase order**

## **Payment Policies:**

1. To ensure prompt payment, vendor must remit an original invoice and sign and return the Purchase Order. ***No Exceptions!***
2. Invoices must include all information listed from the original proposal and/or price quote as well as the following:
  - a. Invoice number & date
  - b. Assigned Purchase Order number
  - c. Company name and address
  - d. A clear description of what is being charged
  - e. The amount(s) being charged & total amount owed
  - f. The date the goods and services were provided
3. Mount Olive Township does not pay any type of late or interest/finance charges.
4. All Township payments are subject to approval by the Township Council. Completed payment claims must be submitted to the Finance Department at least **10 business days prior** to a council meeting to assure timely payments.

**Please Note: The Township of Mount Olive's Public Meeting dates can be found on the Township's website at <http://www.mountolivetwpnj.org>**

5. All purchase orders and invoices should be mailed to the Township of Mount Olive Municipal Building, PO Box 450, Budd Lake, NJ 07828, attention Finance Department.

Mount Olive Township is tax exempt from Federal and State taxes. The Township's Tax Identification number is 22-6002117.

If you have any questions regarding the above, please contact Purchasing Agent Robyn Esposito at 973-691-0900 ext. 7271.