

PURCHASING POLICY

It is the Township of Denville's intention to work in accordance with sound procurement practices and policies by working with in the Local Public Contracts Law and Rules to achieve fair and open procurement.

The Purchasing Agent works closely with using departments to achieve the lowest possible or greatest net Township-wide savings.

One of the Purchasing Agents goal is to facilitate purchasing/vendor relationships and department/vendor relationships through impartial, ethical standards and behavior.

No goods or services shall be contracted for or purchased by any department, board, agency or office of the Township of Denville except in accordance with the procedures set forth herein. The Township will not be bound by any purchase or contract made contrary to this policy, and any employee or representative of the Township who violates the policy may face disciplinary action, as well as personal liability for any costs or obligations improperly incurred.

I. LEGAL AUTHORIZATION AND AUTHORITY OF PURCHASING AGENT

Pursuant to the provisions of the Local Public Contract Law, the bidding threshold effective 7/1/2015, for the Township of Denville is \$40,000. Quotations shall be secured for all one time or in the annual aggregate of \$6,000 - \$40,000. The aggregate is applied Township wide.

ALL Public funds from any account (grant, dedicated fund, regular O.E.) must be expended in accordance with the Local Public Contract Law & Rules. The Chief Financial Officer certifies availability of funds prior to any obligations being incurred. Most certification of funds occur with the processing of a purchase order. In the case of a bid, an actual certification of funds must be received from the Finance Director, before the Twp Council can award.

II. TOWNSHIP OF DENVILLE PURCHASING GOALS AND OBJECTIVES

To Promote Ethics, Efficiency, Economy and Effectiveness and Full, Fair, Free, Open Competition to Purchase:

The Right Quality,
In The Right Quantity,
For the Right Price,
From the Right Source,
At the Right Time
and in the Right Manner.