

RESOLUTION 14-008
DESIGNATING AN APPROVAL OFFICER
WITH THE TITLE OF CERTIFYING OFFICER AND
APPROVAL OFFICER FOR PAYMENT OF BILLS

WHEREAS, Harrison Township Fire District incurs bills for goods or services rendered throughout the year; and

WHEREAS, the invoices for these purchases arrive at various times which may require payment prior to a regular scheduled Board of Fire Commissioners Meeting; and

WHEREAS, the vendors who issue such invoices advise that if they are not paid by the specific due date late fees and interest could be charged; and

WHEREAS, the Board of Fire Commissioners desire not to incur any unnecessary fees which would cause an additional expenditure regarding the current year's budget; and

NOW, THEREFORE, BE IT RESOLVED, in accordance with N.J.S.A. 40A:5-17, the Board of Fire Commissioners of the Harrison Township Fire District, the County of Gloucester and the State of New Jersey, designate Brian Bartholomew, Fire Official as the approval officer with the Title of Certifying and Approval Officer;

BE IT FURTHER RESOLVED, Brian Bartholomew, as the Certifying and Approval Officer, shall verify the expenditure as to the receipt of goods or services with the appropriate certification for payment to the vendor in accordance with the adopting Purchasing Manual of Harrison Township Fire District and shall certify that the funds are available for payment by the Treasurer and either the Treasurer or the Certifying/Approval Officer shall prepare a check for the payment to be issued prior to a regular scheduled Fire District Meeting of the Commissioners;

FURTHERMORE; the invoices shall be for goods or services which are either encumbered or under contract by Harrison Township Fire District, and may not exceed the amount of \$30,000 for any one-such invoice;

AND FURTHERMORE; at the next rescheduled meeting such invoices shall be presented and by part of the monthly bill list along with other bills for approval and confirmation or disapproval for payment in compliance with the adopted procedures of Harrison Township Fire District;

Adopted at a regular meeting of the Board of Fire Commissioners of the Harrison Township Fire District held on 6th day of March, 2014.

ATTEST

BOARD OF FIRE COMMISSIONERS OF
THE HARRISON TOWNSHIP FIRE DISTRICT


ANDREA REAHM
SECRETARY


MICHAEL KOESTLER
CHAIRMAN

Dated: 3/6/2014

Votes In:
Favor 5
Opposition
Abstained