

**BOARD OF FIRE COMMISSIONERS  
CITY OF LAMBERTVILLE DISTRICT # 1  
Post Office Box 174  
LAMBERTVILLE, NEW JERSEY 08530**

June 8, 2010

TO ALL OFFICERS OF THE LAMBERTVILLE FIRE DEPARTMENT:  
REGARDING PURCHASES

As you are aware, the Board of Fire Commissioners is a unit of local government and therefore all expenditures must be in compliance with New Jersey State Law. Otherwise, the Board will be cited by Auditor Case.

A requisition **MUST** be submitted and approved by the Board prior to any expenditure. The Board has the right to deny payment of any bill that was not previously authorized.

The requisition must be **COMPLETE** and include vendor, a description of the item, price, line item to be charged and, if necessary, why the item is needed.

If there is something that is wanted from a vendor who has not been used before, the vendor must provide a copy of his New Jersey Business Registration. The Board cannot purchase from an unregistered vendor. The vendor can obtain the number by calling the NJ Division of Taxation.

If the item is more than \$1,000.00, prices from two additional vendors must be submitted with the requisition to document that the lowest price has been obtained or there must be a signed statement that this is the only vendor authorized to sell this product.

**AFTER** the requisition has been approved, Purchasing Agent Hayes will make arrangements for all purchases.

Under most circumstances, reimbursement for items will not be made. The Board can purchase tax-free at Staples, BJ's and Sam's Club. Most companies will accept a voucher. If the paperwork is done PROPERLY, payment should be received within 45 days. The Board is not obligated to pay New Jersey Sales Tax which would be included if an individual purchased something and then requested to be reimbursed.

There is a Petty Cash Account of \$500.00 that can be used if a vendor will not accept a voucher.

**EMERGENCY REQUISITIONS** can only be authorized by Chief Myers or Purchasing Agent Hayes. They will deliver the necessary paperwork to Finance Officer Luhrs immediately so that it can be encumbered.

If you have any questions about New Jersey purchasing laws, please do not hesitate to contact me.

Mary Elizabeth Sheppard  
Business Administrator