

Guidelines for requisition processing

Please use the requisition guidelines below as a tool to ensure the necessary timelines are met, all required items are completed and the necessary documentation is included so that I can best serve the Commission.

- **Vendors will not start an order until a P.O. is presented therefore requisitions for equipment orders must be presented at least 6 weeks prior to season start for you to receive equipment on time.**

(Variables that can delay a requisition or affect the timeframe of a check payment include: improper backup accompanying the requisition, delays on the vendor end i.e., processing time, out of stock items.)

- **All purchases, umpire payments, league fees, etc. must be encumbered in advance.**
- **Once your order has been received and checked, the commissioner must confirm satisfaction with the order by email as an approval to pay.**

Requisition categories and required backup that must accompany a requisition in order to be processed in a timely manner.

Requisitions for tournament and League payments- League information sheet needs to be attached listing the fee(s), date of the tournament, team div(s) participating, how many teams being sent to the tournament or # of participants if applicable.

Requisitions for equipment orders – Bid item #'s, sizes, colors, numbering, 2 additional quotes on orders over \$1,500 and commissioners signature and date must also be completed. For urgent orders MARK DATE NEEDED and I will fax the P.O. and order details to the vendor to expedite and follow up on the est. date of delivery.

General rule for Requisitions for Instructor or official/referee payments -

- The full amount you are budgeted for and anticipate paying your officials needs to be encumbered via a requisition PRIOR to the onset of your season start REGARDLESS if the Borough is directly paying the individual referee or a referee association, or if the SAO is initially paying the individual sport and will later be reimbursed by the Borough.
- Game dates and official fee structure needs to be supplied on the initial requisition being submitted prior to the season start no matter what method of payment is being used to pay your officials.

Requisitions to reimburse officials directly through the Borough

- AT least 4 weeks in advance of the season start, the prospective commissioner should submit a requisition to the Recreation Aide to encumber the total amount of budgeted/ anticipated fees to be spent on officials for the entire season. Game dates and official fee structure need to be supplied with the initial requisition.
- AT least 2 weeks later The Recreation Aid will return pre-printed blue vouchers to the commissioner to distribute to their coordinator who will complete game date info and payment amount due, get official/ump signatures and return to the Recreation Secretary to process payment.
- When the last set of official vouchers for the season is being presented, the commissioner needs to indicate on the cover voucher so the Recreation Aide can close the blanket.

Requisitions for SAO Reimbursement for official payments –

- At least 4 weeks in advance of the season start, the prospective commissioner should approach the SAO to request payment for officials. Upon agreement, a blanket requisition should be submitted to the Recreation Aide to encumber the anticipated fees for the entire season. Game dates and official's fee structure need to be supplied on the initial requisition being submitted prior to the season start
- The SAO should be in receipt of a P.O. prior to cutting a check. A check copy shall be emailed to the Recreation Aide for proof to reimburse.
- As official payments are made the Recreation Aide will provide the commissioner/coordinator with a summary of payments in the works and the approximate date a check payment should hit the bills list for payment.

*******The SAO has a \$3,000 policy*******

They can only be out \$3,000 at any given time for rec commission cash requests. Therefore official fees should be reimbursed in a timely manner on a monthly basis so as not to negatively affect the SAO or any other recreation sport simultaneously working with SAO.

Requisitions to pay umpire associations for official payments –

- **At least 4 weeks in advance of the season start**, the prospective commissioner should submit a requisition to the Recreation Aide to encumber the total amount of budgeted/ anticipated fees to be spent on officials for the entire season. Game dates and official's fee structure need to be supplied on the initial requisition being submitted prior to the season start
- If the commissioner wishes to pay the vendor incrementally on a monthly basis after services they should circle Partial Payment/Blanket on bottom of requisition and the Recreation Aide will mail blue vouchers to the Vendor to sign off on and return with a monthly invoice to seek payment.
- The monthly invoice must include game date(s), number of officials used and amount owed per official to be verified by the commissioner of that sport. (When submitting baseball vouchers a cover voucher needs to be completed and signed by the commissioner which summarizes the total monthly amount expended and owed to the SAO for the month. The Recreation Aide will forward copies of all umpire vouchers to the SAO. ****When the last set of official vouchers for the season is being presented, the commissioner needs to indicate on the cover voucher so the Recreation Aide can close the blanket.

If you are ever in doubt on the process or if something out of the ordinary occurs, the best time to reach me is by email or phone Monday – Thursday 8:30am – 12:00pm at 201-337-8111 ext 200 or recsec@oakland-mj.org.

Sincerely,

Lori Dent

BOROUGH OF OAKLAND

REQUISITION TO PURCHASE

Date 9/29/14

Budget Code 41-01-55-999-023 Refunds Sub-Total _____

Address 1 Niagara Phone#

Child's name _____

Attach copy of
Registration

Partial Payment

Purchase Order

Voucher

BOROUGH ADMINISTRATOR

DEPARTMENT HEAD SIGNATURE

DATE _____

DATE _____

FOOTBALL SAMPLE
VOUCHER
BOROUGH OF OAKLAND

1 MUNICIPAL PLAZA
OAKLAND, NEW JERSEY 07436
(201) 337-8111

P.O. NO. 14 — 1317

ABOVE PURCHASE ORDER NUMBER MUST
APPEAR ON ALL INVOICES, BILLS OF LADING
PACKAGES AND CORRESPONDENCE.

VENDOR INVOICE NO.

VENDOR NO.

CONTRACT NO.

PRINT REF NAME IN VENDOR BOX INCLUDE SOCIAL & EMAIL ADDRESS

TO BRIAN APPLETON
90 ELM AVE
BOGOTA, NJ 07603
L137-86-3348

SHIP
TO

ATTENTION OF:

ITEM NO.	QUANTITY ORDERED		MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
			<p style="text-align: center;">FOOTBALL CAMP INSTRUCTOR FEE 7/7-7/10 2014</p> <p style="text-align: center; font-size: 2em; transform: rotate(-30deg);">SIGN AND RETURN TO PURCHASING DEPT. FOR PAYMENT</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Vendor is required to supply a copy of NJ Business Registration Certificate prior to payment of services.</div>		

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

SIGN HERE X

SIGN

OFFICIAL POSITION

DATE

Municipal Officer's Certification:

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

COMMISSIONER

DATE

DEPARTMENT HEAD

Approved Date

COMMITTEE CHAIRMAN

Approved Date

FINANCE COMMITTEE

APPROPRIATIONS CHARGEABLE

Football
4-01-28-370-160

APPROVED DATE

BOROUGH ADMINISTRATOR

Payment Authorized by Borough Council

DATE

BOROUGH CLERK

BASEBALL MASTER SAMPLE
VOUCHER
BOROUGH OF OAKLAND

1 MUNICIPAL PLAZA
OAKLAND, NEW JERSEY 07436
(201) 337-8111

14-00

P.O. NO.

ABOVE PURCHASE ORDER NUMBER MUST
APPEAR ON ALL INVOICES, BILLS OF LADING
PACKAGES AND CORRESPONDENCE.

VENDOR INVOICE NO.

VENDOR NO.

CONTRACT NO.

TO SPORTS ASSOCIATION OF OAKLAND

SHIP
TO

MASTER SUMMARY PAGE

ATTENTION OF:

ITEM NO.	QUANTITY ORDERED	MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
		Oakland Team. _____ Game Date(s) _____	\$	\$
		Oakland Team. _____ Game Date(s) _____	\$	\$
		Oakland Team. _____ Game Date(s) _____	\$	\$
		Oakland Team. _____ Game Date(s) _____	\$	\$
		Oakland Team. _____ Game Date(s) _____	\$	\$
		Oakland Team. _____ Game Date(s) _____	\$	\$
		Oakland Team. _____ Game Date(s) _____	\$	\$
		Oakland Team. _____ Game Date(s) _____	\$	\$
		Oakland Team. _____ Game Date(s) _____	\$	\$
		Oakland Team. _____ Game Date(s) _____	\$	\$

Vendor is required to supply a copy of NJ Business Registration Certificate prior to payment of services.

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

SIGN HERE X

SIGN

OFFICIAL POSITION

DATE

Municipal Officer's Certification:

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

APPROPRIATIONS CHARGEABLE

4-01-28-370-156

DATE

DEPARTMENT HEAD

Approved Date

COMMITTEE CHAIRMAN

APPROVED DATE

BOROUGH ADMINISTRATOR

Payment Authorized by Borough Council

Approved Date

FINANCE COMMITTEE

DATE

BOROUGH CLERK

BASEBALL UMPIRE SAMPLE
VOUCHER
BOROUGH OF OAKLAND

1 MUNICIPAL PLAZA
OAKLAND, NEW JERSEY 07436
(201) 337-8111

14-00408

P.O. NO. _____

ABOVE PURCHASE ORDER NUMBER MUST
APPEAR ON ALL INVOICES, BILLS OF LADING
PACKAGES AND CORRESPONDENCE.

VENDOR INVOICE NO. _____

VENDOR NO. _____

CONTRACT NO. _____

TO SPORTS ASSOCIATION OF OAKLAND
P.O. BOX 236
OAKLAND, NJ 07436

SHIP
TO

ATTENTION OF: _____

ITEM NO.	QUANTITY ORDERED	MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
		Oakland Vs. _____		
		Oakland Team _____		
		Game Date _____		
		Oakland Mgr's Name _____		
		Umpire Signature _____		
		Vendor is required to supply a copy of NJ Business Registration Certificate prior to payment of services.		

CLAIMANT'S CERTIFICATION AND DECLARATION

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SIGN HERE X _____

SIGN

OFFICIAL POSITION

DATE

Municipal Officer's Certification:

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

DATE

DEPARTMENT HEAD

APPROPRIATIONS CHARGEABLE

4-01-28-370-161

Approved Date

COMMITTEE CHAIRMAN

APPROVED DATE

BOROUGH ADMINISTRATOR

Payment Authorized by Borough Council

Approved Date

FINANCE COMMITTEE

DATE

BOROUGH CLERK

2014 FOOTBALL OFFICIAL PAYMENT UPDATE AS OF 9/9/14									
8/27/14 encumbered \$6,360 (\$4,920 for season est. for playoffs \$1,420.00)									
GAME DATE	OFFICIAL NAME	P.O. 14-01617	VOUCHER RCVD	AMT OWED	DATE P.O. RETURNED FROM FINANCE	DATE REC. SIGNED & RETURNED TO FINANCE	COUNCIL MTG CHECK SHOULD BE PD FROM		
08/28/14	CORCORAN CHRIS		9/2/2014	\$120.00	09/16/14	09/16/14		09/23/14	
08/26/13	GAGIS, GEORGE		9/2/2014	\$120.00	09/16/14	09/16/14		09/23/14	
08/26/13	CORCORAN, MICHAEL		9/2/2014	\$120.00	09/16/14	09/16/14		09/23/14	
09/13/14	PELLINGTON, TRACY		9/16/2014	\$180.00	09/19/14	09/19/14		10/08/14	
09/13/14	BISCONTE, DAVE		9/16/2014	\$180.00	09/19/14	09/19/14		10/08/14	
09/14/14	DALY, BRIAN		9/16/2014	\$60.00	09/19/14	09/19/14		10/08/14	
09/14/14	SLOOTMAKER, JAMES		9/16/2014	\$60.00	09/19/14	09/19/14		10/08/14	
09/13/14	TARABOCCHIA, ANTHONY		9/16/2014	\$180.00	09/19/14	09/19/14		10/08/14	
09/13/14	NELLESSEN, ERIC		9/16/2014	\$180.00	09/19/14	09/19/14		10/08/14	
09/23/14	MCDONNELL, ANGUS		9/24/2014	\$60.00				10/22/14	
09/23/14	MIELE, JIM		09/23/14	\$60.00				10/22/14	
09/20/14	PENDERGAST		09/23/14	\$180.00				10/22/14	
09/20/14	GRAFF, VINCENT		09/20/14	\$180.00				10/22/14	
09/20/14	GRAFF, JERRY		09/20/14	\$180.00				10/22/14	
09/20/14	BRAMWELL, DALTON		09/20/14	\$180.00				10/22/14	
			AMOUNT PD OUT	\$2,040.00					
	ENCUMBRANCE	\$6,360.00							
	**BALANCE LEFT	\$4,320.00							