

TOWNSHIP OF OLD BRIDGE
2016 PROMPT PAYMENT – “COMPLETE VOUCHER” DUE DATE LIST

Effective September 1, 2006, payment to contractors on construction-related contracts is subject to the Prompt Payment Law, NJSA 2A:30A-1 et. seq.

All paperwork for payment (including certified payroll) must be submitted to the Finance Department at least Three (3) working days prior to the below listed close out dates.

<u>COUNCIL MEETING</u>	<u>CLOSE OUT DATE</u>
January 1, 2016	Closed
January 25, 2016	January 19, 2016
February 8, 2016	February 2, 2016
February 22, 2016	February 16, 2016
March 7, 2016	March 1, 2016
March 21, 2016	March 15, 2016
April 11, 2016	April 5, 2016
April 25, 2016	April 19, 2016
May 9, 2016	May 3, 2016
May 23, 2016	May 17, 2016
June 6, 2016	May 31, 2016
June 20, 2016	June 14, 2016
July 11, 2016	July 5, 2016
July 25, 2016	July 19, 2016
August 8, 2016	August 2, 2016
August 22, 2016	August 16, 2016
September 12, 2016	September 6, 2016
September 26, 2016	September 20, 2016
October 10, 2016	October 4, 2016
October 24, 2016	October 18, 2016
November 21, 2016	November 15, 2016
December 5, 2016	November 29, 2016
December 19, 2016	December 13, 2016

The Contractor must certify, with a return receipt, the date they submitted a purchase voucher to the Township Finance Department. If the voucher is hand delivered by the Contractor, it must be left at the Finance Department only and the Contractor must receive a written sign-off from the Township employee accepting the same.

Since these bills require Council approval to authorize payment, the time line is delayed so that the bills may be reviewed at a public meeting within the twenty (20) calendar days after the purchase voucher submission.

If the purchase voucher or invoice is approved at the meeting, the bill must be paid within the payment cycle following the meeting. If a local unit fails to make a timely payments, and does not notify the contractor in writing of the amount withheld and the reason, it will be subject to the provisions of NJSA 2A:30A-1 et seq.

If the work is not *approved and certified*, the contractor must be promptly given a written statement of the amount withheld and the reason. Failure of the Township to make a timely payment or provide a written reason for withholding payment will subject it to the provisions of NJSA 2A:30A-1 et. Seq.

If a dispute arises between the parties regarding bill payment, said dispute shall be submitted to some form of alternate dispute resolution.