

Chapter 5

CLAIMS APPROVAL

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[HISTORY: Adopted by the Mayor and Council of the Borough of Swedesboro 2-22-77. Amendments noted where applicable.]

GENERAL REFERENCES

Salaries and compensation — See Ch. 40.

§ 5-1. Submission of claim on voucher form.

All claims against the Borough of Swedesboro for payment shall be submitted on a voucher form to be supplied by the Borough Clerk or, in the alternative, on a state approved voucher form.

§ 5-2. Deadline for voucher submission.

All vouchers shall be signed and dated and submitted no later than the last business day of the calendar week immediately preceding the meeting at which they are to be considered.

§ 5-3. Submission of voucher to Borough Clerk.

All vouchers shall be submitted to the Borough Clerk at the Borough Hall during normal business hours.

§ 5-4. Certification of goods or services received required prior to review.

Prior to review by the Mayor and Council, the borough officer's certification as to receipt of goods or services shall have been properly signed and dated.

§ 5-5. Approval or rejection of submitted voucher. [Amended 4-21-80]

The Borough Council shall review and approve or reject each properly signed and submitted voucher on or prior to the first regular meeting of the month.

§ 5-6. Signatures required on approved vouchers.

Approval by the Borough Council shall be evidenced by the signature of at least two (2) members of Council and the Mayor on the vouchers.

§ 5-7. Payment of claims. [Amended 4-21-80]

All payments shall be made by check on the borough account, properly signed as provided by law. Said payments shall be made as follows:

A. Salaries, wages and compensation of officers and employees,¹ both elective and appointive, shall be paid on the 15th day of each and every month and on the last day of each and every month.

B. All other claims shall be paid after approval at the first regular meeting of the month.

¹ Editor's Note: As to salaries, wages and compensation, see Ch. 40, Salaries and Compensation.