



City of Clifton
DEPARTMENT OF FINANCE
900 CLIFTON AVENUE
CLIFTON, NJ 07013
FAX: (973) 470-9456

Finance Office
Chief Financial Officer
Treasurer
Purchasing
Payroll

DOING BUSINESS WITH THE CITY OF CLIFTON

Purchasing Policies:

1. The City of Clifton conducts all its purchasing in accordance with applicable New Jersey State laws and rules, including the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.).
2. Prior to doing business with the City, all vendors must have on file a completed W-9 form, NJ Business Registration Certificate or a letter of exemption, and a Vendor Profile Form. Failure to submit these documents may result in delay of a purchase order and/or payment.
3. **The City of Clifton does not consider any item(s) ordered, until a Purchase Order is generated. Any goods or services rendered to the City of Clifton without an official Purchase Order may not be paid, in accordance with N.J.S.A. 40A:4-57.**

URGENT NOTICE:

VERBAL ORDERS NOT permitted. If any vendor fulfills a verbal or telephone order or a verbal purchase request, and does so without a properly executed purchase order (PO), as authorized by signatures of the Purchasing Agent and Chief Financial Officer, the City of Clifton shall not be obligated to pay for said goods and/or services.



**VERBAL ORDERS OR PURCHASES
ARE NOT PERMITTED**

Payment Policies:

1. To receive payment, vendor must remit an original invoice and sign and return the Purchase Order in the Vendor Certification section, upon request.

NOTE: Purchase orders below the established New Jersey State quote threshold (15% of the bid threshold), pursuant to N.J.S.A 40A:11-1 *et seq.*, may be excused from the vendor certification requirement by the municipality.
2. **Invoices** should include the following: **1)** Invoice number & date; **2)** The City of Clifton Purchase Order Number **3)** Company name and address; **4)** A clear and detailed description of what is being provided and how it is being charged; **5)** The unit amount(s) being charged & the total amount owed, and **6)** The date the goods and services will be/or were provided/delivered
3. The City of Clifton does not pay any type of late or interest fees.
4. All City payments are subject to approval by the City Council. Completed payment claims must be submitted to the Finance Department at least one week prior to a council meeting to assure timely payments.
5. All purchase orders and invoices should be mailed to the City of Clifton, 900 Clifton Avenue, Clifton, NJ 07013, attention Purchasing (alternatively, you may email to the *Purchasing Agent).
6. The City of Clifton is tax exempt from Federal and State taxes. The City's Tax Identification number is 22-2940857.

CONTACT: Please contact *Purchasing Agent James J. Jorgensen at 973-470-5754, or via email to jjorgensen@cliftonnj.org with any questions.