

**TOWNSHIP OF OLD BRIDGE**  
**2020 PROMPT PAYMENT – “COMPLETE VOUCHER” DUE DATE LIST**

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.

<b>COUNCIL MEETING</b>	<b>CLOSE OUT DATE</b>
January 1, 2020	Closed
January 13, 2020	January 7, 2020
February 10, 2020	February 4, 2020
March 2, 2020	February 25, 2020
March 16, 2020	March 10, 2020
April 6, 2020	March 31, 2020
April 20, 2020	April 14, 2020
May 4, 2020	April 28, 2020
June 15, 2020	June 9, 2020
June 29, 2020	June 23, 2020
July 20, 2020	July 14, 2020
August 10, 2020	August 4, 2020
September 21, 2020	September 15, 2020
October 5, 2020	September 29, 2020
October 19, 2020	October 13, 2020
November 16, 2020	November 10, 2020
December 14, 2020	December 8, 2020

## **Construction**

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

## **Goods & Services**

The New Jersey Prompt Payment Act, N.J.S.A. 52:32-32 et seq., requires state agencies to pay for goods and services within 60 days of the agency's receipt of a properly executed Payment Voucher or within 60 days of receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the Township prior to processing any payments for goods and services accepted by Township. Interest will be paid on delinquent accounts at a rate established by the State Treasurer.

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