

# 2017 BILL LIST

Upon the Township's acceptance of the service or goods; complete and mail the invoice to the address listed as the "Ship To "with the purchase order / payment voucher by the Vendor Invoice Submission Date (second Wednesday of each month) to be included in the current month's payment cycle.

VENDOR INVOICE SUBMISSION DATE	ACCOUNTS PAYABLE CLOSING DATE	ALL CHECKS ARE TO BE MAILED
{Approximately 2ND WEDNESDAY} of Each month	{Approximately 3RD WEDNESDAY} of Each month	{Approximately 1ST WEDNESDAY} of Each month

<b>13</b>	<b>JAN</b>	<b>2017</b>			<b>20</b>	<b>JAN</b>	<b>2017</b>			<b>8</b>	<b>FEB</b>	<b>2017</b>
<b>8</b>	<b>FEB</b>	<b>2017</b>			<b>15</b>	<b>FEB</b>	<b>2017</b>			<b>8</b>	<b>MAR</b>	<b>2017</b>
<b>15</b>	<b>MAR</b>	<b>2017</b>			<b>22</b>	<b>MAR</b>	<b>2017</b>			<b>5</b>	<b>APR</b>	<b>2017</b>
<b>12</b>	<b>APR</b>	<b>2017</b>			<b>19</b>	<b>APR</b>	<b>2017</b>			<b>3</b>	<b>MAY</b>	<b>2017</b>
<b>10</b>	<b>MAY</b>	<b>2017</b>			<b>17</b>	<b>MAY</b>	<b>2017</b>			<b>8</b>	<b>JUNE</b>	<b>*2017</b>
<b>14</b>	<b>JUNE</b>	<b>2017</b>			<b>21</b>	<b>JUNE</b>	<b>2017</b>			<b>6</b>	<b>JULY</b>	<b>*2017</b>
<b>12</b>	<b>JULY</b>	<b>2017</b>			<b>19</b>	<b>JULY</b>	<b>2017</b>			<b>2</b>	<b>AUG</b>	<b>*2017</b>
<b>9</b>	<b>AUG</b>	<b>2017</b>			<b>16</b>	<b>AUG</b>	<b>2017</b>			<b>6</b>	<b>SEPT</b>	<b>2017</b>
<b>13</b>	<b>SEPT</b>	<b>2017</b>			<b>20</b>	<b>SEPT</b>	<b>2017</b>			<b>4</b>	<b>OCT</b>	<b>2017</b>
<b>11</b>	<b>OCT</b>	<b>2017</b>			<b>18</b>	<b>OCT</b>	<b>2017</b>			<b>9</b>	<b>NOV</b>	<b>2017</b>
<b>8</b>	<b>NOV</b>	<b>2017</b>			<b>15</b>	<b>NOV</b>	<b>2017</b>			<b>6</b>	<b>DEC</b>	<b>*2017</b>
<b>13</b>	<b>DEC</b>	<b>2017</b>			<b>20</b>	<b>DEC</b>	<b>2017</b>			<b>10</b>	<b>JAN</b>	<b>*2018</b>

DEBBIE KIRBY – SENIOR ACCOUNTS PAYABLE CLERK / FINANCE OFFICE

Phone (609) 877-2200 Ext. 1002

Council meeting for the approval of the Bill List will be held the 1st Tuesday of each month.

\* Check mailing dates are subject to change

## **Doing Business with Willingboro Township, NJ**

The following information can simplify and expedite the payment process for vendors doing business with Willingboro Township. Businesses can receive payment for goods and services purchased by the municipal government within as few as 45 days by following some simple instructions.

The key document that controls the initial entry into the accounts payable section of Willingboro Township is:

The Willingboro Township Agency Purchase Order or Payment Voucher

**If a business does not have a purchase order in its possession with an authorized signature under agency approval, the company should not start work or provide goods or services.**

Let's assume the business has:

- Bid competitively and been awarded a contract, or
- Quoted (written or telephone) a price to a using agency under the delegated purchasing authority.

### **Now the Payment Process Has Officially Begun**

In either of the above instances the business will receive the following set of forms, which should be considered the work order and authorization. The terms "Payee" and "Vendor" are used interchangeably.

Willingboro Township AGENCY PURCHASE ORDER

Willingboro Township PAYMENT VOUCHER

Check the Agency Purchase Order or payment voucher carefully. Verify that the prices are the same that you bid or quoted. Read the document carefully and understand the terms and conditions of the order or job. Invoicing must match the amount on the purchase order so the payment process goes smoothly.

Clarify any discrepancies before performing the service or supplying goods. Failure to obtain prior authorization to change the order in any way will delay payment.

Perform the service or supply the goods authorized.

**Upon the Township's acceptance of the service or goods; complete and mail the invoice to the address listed as the "Ship To " with the purchase order/payment voucher by the Vendor Invoice Submission Date (second Wednesday of each month) to be included in the current month's payment cycle.**

**Sign the "Claimant's Certification & Declaration"; be sure to include payee's title and the current date and return the purchase order or payment voucher to Willingboro Township. Payment cannot be made without the original signature on the signed purchase order or payment voucher.**

On your invoice include the businesses' invoice number, purchase order number or any other identification for reference purposes. This will be recorded on the check stub and assist in payment identification. Do not use more than 30 characters.

### **Important:**

Keep a record copy of the purchase order or payment voucher.

Remittance address changes and all other changes (business address, phone number, identification number, etc.) should be made in writing to:

Willingboro Township  
Finance Department  
1 Rev. Dr. M.L.King Jr. Drive  
Willingboro, NJ 08046-2853  
609.877.2200

### **Subcontractors**

It is the businessperson's responsibility to get written agreements or contracts from prime contractors performing Willingboro Township contracts. Finalize working hours, pay, overtime, holidays and expected project completion dates. Determine whether the prime contractor is bonded. If necessary, contact the bonding company that issued the performance bond. Keep accurate records of the hours and days you worked.