# Chapter 35

# CLAIMS, PAYMENT OF

§ 35-1. Submission of statement; certification of receipt of goods or services.

§ 35-2. Presentation of claim to Administrator and Commissioners; examination; voucher.

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§ 35-6. Board of Education and county claims.

**[HISTORY: Adopted by the Mayor and Common Council of the City of Gloucester City 4-23-2015 as Ord. No. O07-2015. Amendments noted where applicable.]**

## § 35-1. Submission of statement; certification of receipt of goods or services.

Any person claiming payment from the City of Gloucester shall first submit a detailed statement of the items or demand necessitating such claim to the City Administrator, specifying particularly how the bill or demand is made up and a certification of the party claiming payment that it is correct. No bill, claim or demand shall be considered for payment unless the voucher has attached to it or includes a certification from a City employee having personal knowledge of the facts that the goods have been received by or the services rendered to the City of Gloucester, and those services or goods are consistent with an existing contract or purchase order. The Chief Financial Officer of City Administrator shall have the duty to audit, warrant and make recommendations on all claims and bills. The term "person" as used in this section shall mean and include any individual, individuals, partnership or corporation.

### § 35-2. Presentation of claim to Administrator and Commissioners; examination; voucher.

The bill or claim, duly certified, shall be presented to the City Administrator for inclusion in the proceedings of the next immediate formal meeting of the Governing Body, and it shall be the duty of the City Administrator or designee to examine all bills or claims submitted for payment in order to ascertain if proper administrative procedures have been followed. All claims or bills to be considered by the Governing Body shall be listed systematically and without preference to comprise the voucher list for each meeting.

### § 35-3. Approval or disapproval of claim.

Claims shall be considered by the Governing Body which shall approve the same, except that the Governing Body may reject any claim presented to it, stating the reason for such rejection. Any disapproved claim shall be referred back to the City Administrator with such instructions as the Governing Body may give at the time of its disapproval.

### § 35-4. Recording of claims.

It shall be the duty of the City Clerk to record all claims in the official minutes or through an appropriate claims register indicating that the Governing Body has, by formal action, approved the same with appropriate records as to any claims disapproved or rejected.

### § 35-5. Disbursements; signing of checks.

The Chief Financial Officer shall make disbursements upon receipt of an order from the Governing Body. Each check shall be signed by the Mayor and/or his designee and thereafter countersigned by the Chief Financial Officer.

**§ 35-6. Board of Education and county claims.**

The Chief Financial Officer is hereby authorized to pay claims to the Gloucester City Board of Education and the County of Camden for taxes collected on their behalf in the amount approved by the Governing Body, by write transfer from the Gloucester City bank account to the respective agencies' bank accounts under Federal Reserve Bank procedures.