



# CITY OF CLIFTON

900 Clifton Avenue  
Clifton, NJ 07013

973-470-5784 (Phone) (Fax) 973-470-9456  
www.cliftonnj.org

## DOING BUSINESS WITH THE CITY OF CLIFTON

### Purchasing Policies:

1. The City of Clifton conducts all its purchasing according to the applicable laws of the State of New Jersey, and specifically N.J.S.A. 40A:11 et seq., the Local Public Contracts Law, and the attendant rules N.J.A.C. 5:34 et seq.
2. **ALL vendors must submit a copy of their Tax I.D. Number and their Business Registration Certificate or a letter of exemption.**
3. No employee has the right to purchase without a written purchase order. The City of Clifton does not consider any item(s) ordered, until a Contract is awarded and/or a Purchase Order is generated. Our Purchase Orders name the Vendor, a complete description of item(s) purchased, quantity and price. This is all the City considers on order and the Vendor will be paid for.
4. **Any item ordered or supplied to the City of Clifton without an official Purchase Order will not be paid for!** (N.J.S.A. 40A:4-57)
5. Orders totaling \$5,400.00 and over require three Vendor written quotations and any order totaling \$17,500 and over is required to be publicly bid by the City. The City of Clifton expects our best price the first and only time that we request a proposal from any vendor.

### Payment Policies:

1. All City payments are approved by the Council at their formal meetings. Completed payment claims have to be submitted to the Finance Department at least one week prior to the meeting date to assure timely payments. **There are no off cycle payments.**
2. Payments will only be made after a vendor sends in an original invoice, Signs our Purchase Order or Voucher in full (Claimant's Certification and Declaration, including Signature, Official Position), and a City Department Head signs off that ALL ITEMS were RECEIVED in full on the Purchase Order. **No Exceptions!**
3. All invoices should clearly state that this is what they are with the word "**invoice**". Invoices should also include the following:
  - a. Invoice number & date of invoice
  - b. Assigned Purchase Order number
  - c. The company name and address of the customer
  - d. A clear description of what is being charged
  - e. The amount(s) being charged & total amount owed
  - f. The date the goods and services were provided
4. **All vouchers, invoices and other correspondence should be sent to the City of Clifton, 900 Clifton Avenue, Clifton, NJ 07013, Attn: Finance.** Vouchers and invoices should not be sent to the Ship To address as this will slow the payment process.
5. The City of Clifton does not pay any type of late or interest fees.

### Miscellaneous:

1. The City of Clifton is tax exempt from Federal and State taxes under the provisions of the NJ Sales and Use Tax Act (Chapter 30, laws of 1966). Our Tax Identification number is 22-2940857.
2. The City of Clifton has a zero tolerance policy in accepting gifts from Vendors or other outside agencies.
3. All vendors that meet these requirements can expect to be paid in a timely and expeditious manner.
4. If you have any questions on the above, feel free to contact Purchasing Agent Robyn Esposito at 973-470-5754.

**CITY OF CLIFTON  
NEW VENDOR FORM**

**PRIOR TO DOING BUSINESS WITH THE CITY OF CLIFTON**

NAME OF COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PAYMENT/REMIT TO ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PHONE /FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TAX IDENTIFICATION NUMBER (W-9): \_\_\_\_\_

**NOTE: MUST SUBMIT COPY OF W-9 AND BUSINESS REGISTRATION CERTIFICATE TO**

**ROBYN ESPOSITO, PURCHASING AGENT  
DIVISION OF PURCHASING  
900 CLIFTON AVENUE,  
CLIFTON, NJ 07013  
973-470-5754 (p)  
973-470-9456 (f)**