



MIDDLESEX COUNTY

UNIFORM CLAIMS PROCEDURE

Adopted by the Middlesex County
Board of Chosen Freeholders
January 6, 2012



MIDDLESEX COUNTY

UNIFORM CLAIMS PROCEDURE

1. General Provisions

- a. All funds of the County of Middlesex shall be disbursed only upon Voucher/ Purchase Orders or Miscellaneous Vouchers processed and approved as hereinafter set forth and all purchases of materials, supplies, labor or services rendered shall be in accordance with the methods and procedures hereinafter set forth.
- b. Resolutions of the Board of Chosen Freeholders authorizing commitment or disbursement of funds shall be certified as to availability of funds by the County Comptroller. The County Comptroller shall be the certifying and approving officer pursuant to N.J.S.A. 40A:5-17a. The County Comptroller shall have the duty and responsibility for determining if funds are available in the appropriation created for such purpose and, in the event funds are not available, to notify the Purchasing Agent, Department Head and Freeholder Chairperson of the committee of the department for which the purchase was to be made. In the event funds are not available in a specific subline budget item, internal transfers within a department are permissible, provided that: (a) internal transfers under \$1,000 be approved by the Department Head, County Comptroller and the department's Freeholder; (b) internal transfers over \$1,000 be approved by the Department Head, County Comptroller and the entire Board of Chosen Freeholders.
- c. Department Head shall include all officers, directors, supervisors, superintendents or coordinators and additional boards, bodies and commissions which may have been created by resolution of the Board of Chosen Freeholders or such officers as may be approved by the Board in writing from time to time.
- d. Warrants or checks in payment of all bills, claims and demands shall be issued over the signature of the County Treasurer and the Clerk of the Board of Chosen Freeholders. The depositories of County funds are hereby authorized and directed to honor all warrants bearing the signature of the County Treasurer and the Clerk of the Board of Chosen Freeholders.
- e. Advances for official travel and expenses incident thereto shall be paid to officers and employees toward their expenses when authorized by a Board of Chosen Freeholders resolution. Within ten days after completion of the travel for which an advance was made, the officer or employee shall verify actual expenses and advances and an adjustment made thereof or repayment of any excess advanced by means of a detailed bill of items and the certification or affidavit required by N.J.S.A. 40A: 5-16.1.
- f. All County officers and employees must obtain approval by formal resolution adopted by the Board of Chosen Freeholders, prior to attending conferences, conventions and seminars which require an overnight stay in a hotel or motel.

There may be instances involving Constitutional Officers and others which need not adhere to the Uniform Claims Procedure. In such cases, however, the Board would expect that those agencies not covered by the Uniform Claims Procedure shall comply with the mandate of this procedure.

g. Change Orders and Open-End Contracts.

Those contracts that exceed 20% of the contract price require a Board of Chosen Freeholders resolution and must meet the requirements of the New Jersey Local Public Contracts Law (N.J.A.C. 5:34, Subsection 4 & 5). This law stipulates that the Clerk of the Board of Chosen Freeholders shall report to the Division of Local Government, by the last day of February, all prior year Change Orders which exceeded the 20% limitation.

h. Change Orders Over/Under \$100

Any change order which increases or decreases the current contract / PO by \$100 or less does not have to be authorized by a resolution of the Board of Chosen Freeholders and can be approved by the County CFO contingent upon sufficient funding.

2. Miscellaneous Payments.

a. A miscellaneous voucher (See attached Exhibit A) shall be submitted, stipulating the details of the expenditure required along with a copy of the supporting detail (if available), to the County Comptroller for the following non-encumbered type payments:

- All Payroll Deductions
- Detective Agencies and Investigations (Pros. Office)
- Reimbursement of Employee Expenses
- Debt Service Payments
- Distributions and Payments to Local Governments – Municipalities and Counties
- Payments from the Open Space Trust Fund
- Payments to the State of New Jersey (except where commodities/services are purchased and permits and licenses)
- Petty Cash Replenishments
- Extradition Expenses
- Prescription Drugs (Excluding TPA Administration Fees)
- Return of Revenue
- Payments to County Detective Fund
- Payments to Audio Visual Aids Commission
- Payments for Testing Services (Engineering)
- Payment of Bond Issue Expense
- Section Eight - Housing Rental Payments

b. The following miscellaneous payments require a Board of Chosen Freeholder resolution. Such payments are prepared on a miscellaneous voucher (refer to Exhibit A), and, after resolution approval, are submitted to the County Comptroller's Office for processing:

Civic SQ II and Civic III Monthly Maintenance, Utilities and Security Payments*
Monthly Rental Payments for County Leased Property*
Payments to Vocational Schools*
Payments to County Colleges*
Return of Escrow, Road Opening Deposits, Performance Guarantees and
Other Deposits
Lease Purchase Payments for Board of Social Services Building*
Payments to Not-for-Profit Organizations not subject to bidding*
Return of Cash Seized in Gambling and Narcotics Raids

*Note: These expenses must be encumbered in full in the applicable appropriation account upon adoption of the temporary budget and the annual operating budget by the County Comptroller.

- c. The Department Head shall review, approve and certify that payment of the miscellaneous voucher is correct and within the scope of his / her authority prior to submission to the County Comptroller.
- d. All above mentioned miscellaneous vouchers shall be paid in accordance with the procedures contained in Paragraphs d, e, f, g, h, i and j of subsection 5.

3. UTILITIES AND BULK PURCHASES

a. Utilities

All utilities shall be appropriated in separate line items (by utility) in the County operating budget, except for those chargeable to motor vehicle fines, highway lighting and grants. Encumbrances for the entire year will be recorded by the County Comptroller's office. Upon receipt of invoices and vouchers from the utility supplier, the department head shall certify the accuracy of the charge (meter reading), approve same for payment and forward the documents to the Director of Public Property. The Director of Public Property shall review the voucher/billing as to reasonableness and, if proper, submit the voucher to the Comptroller's office. (Exception: if the utility was encumbered based upon a bid solicited by the Purchasing Agent or represents bills or vouchers for telephone services over which the Purchasing Agent has oversight, the voucher shall be forwarded to the Purchasing Agent for review of price and, if in order, forward to the Comptroller's office for processing). The voucher shall be paid in accordance with the procedures in Paragraph g, h, i and j of subsection 5.

b. Bulk Purchases

Bulk purchase consists of heating fuel oil, gasoline and diesel fuel, central inventory maintained by the Purchasing Agent and central inventory maintained by the Central Vehicle Maintenance. The purchase of these commodities are all accomplished through the Purchasing Agent. A separate line item of appropriations will exist in the operating budget for heating fuel oil and a separate line item will exist for all other bulk purchases. All heating fuel oil vouchers are to be certified by the Department Head and then forwarded to the Director of Public Property for review. The Director of Public Property shall forward voucher to

the Purchasing Agent who will then forward it to the Comptroller's office for processing. The voucher shall be paid in accordance with Paragraph g, h, i and j of Subsection 5.

All other bulk purchases shall be certified by the Department Head and shall be forwarded to the Purchasing Agent who will then forward them to the Comptroller's Office for processing. The voucher shall be paid in accordance with Paragraph g, h, i, j of Subsection 5.

4. Purchases using MCIA Capital Equipment Lease Funds.

Specific departments within the County are allocated funds from the Middlesex County Improvement Authority's annual capital lease programs for the purchase of goods. Requisitions for MCIA funded purchases must be made to the County Purchasing Agent using the prescribed requisition form in Exhibit C. The completed requisition should be prepared by the Department Head or his/her designee who has been previously approved by the County Administrator and sent to the County Purchasing Agent who will either execute a purchase order or will request a Board of Chosen Freeholders resolution, as appropriate. The requesting department will receive a copy of either the purchase order or resolution that is issued by the Purchasing Department or Clerk of the Board. Copies of executed purchase orders will also be sent to the County Comptroller and the MCIA.

When the items authorized for purchase are received by the department, all corresponding vouchers, purchase orders and invoices shall be properly executed by the receiving department and forwarded to the Purchasing Department for payment processing.

In no circumstances should requisitions for MCIA funded purchases be processed as outlined in Sections 5 and 6 below.

5. Purchases not required to be bid.

All purchases for materials, supplies, labor or services rendered, in the total County aggregate which is under the statutory threshold for bidding or not subject to bidding shall be pursuant to the following:

- a. The Department Head requiring materials or supplies or labor or services shall prepare and execute a Purchase Requisition on the H.T.E. system. The requisition shall contain a clear description of the requirement and include the quantity and suggested vendor if known. The Purchase Requisition must be approved in the system by the department head or his/her designee who has previously been approved by the County Administrator. In the case where a Board of Chosen Freeholders Resolution is being requested by the department, the HTE Requisition Number must be stated therein.
- b. Upon proper approval as stated in a. above, the Purchase Requisition is reviewed by the County Comptroller's Office to insure availability of funds and verify the purchase as an encumbrance to the respective appropriation. Other levels of approval may be required.

- c. After all levels of approval are met, the Purchasing Department shall convert the Purchase Requisition into a Voucher/Purchase Order (See attached Exhibit B). The combination Voucher/Purchase Order form shall contain the name of the vendor, a clear description of the materials, supplies, labor or services to be rendered and quantity, if applicable. In addition, the cost of each unit shall be indicated. All purchases for material, supplies, labor and services rendered in excess of the threshold stated in the Local Public Contracts Law, where practical, should have three quotations solicited as to the cost. If it is impractical to solicit proposals, a statement must be made as to why this is the case. The threshold refers to individual purchases and is not a cumulative amount. This procedure shall also apply to all purchases in excess of the dollar threshold for bidding where they are exempt by law from formal competitive bidding and shall be committed by resolution of the Board of Chosen Freeholders. The Purchasing Department will execute and issue the Voucher/Purchase Order form and distribute it to the vendor with a pink colored copy to the Department. If multiple invoicing is expected, Purchasing will also furnish the vendor with multiple copies of the County's Miscellaneous Voucher.
- d. Any person, partnership or corporation claiming payment from the County shall present to the County Department a detailed bill on demand (invoice) and the original voucher/purchase order form which has been duly certified by the claimant. If multiple invoicing will occur, after the initial billing the vendor should sign the miscellaneous voucher and reference the P.O. number and submit same with invoices. Certification signature must be original. An original invoice and the signed Voucher/Purchase Order or Miscellaneous Voucher should be forwarded by the vendor to the County Department that requisitioned the goods or services.
- e. The Department Head shall certify that the goods or services were received or rendered; that each of the items contained thereon was necessary for the purpose of the department; that the quantity was as ordered; that the work specified was done; and that the expenditure is within the scope of the authority of his office. The Department Head or his designee shall, after such certification, complete the receipt without invoice function on the HTE system.
- f. The County Department shall match and assemble the purchase order, invoice and department receiving report and forward to the County Purchasing Department. If the vendor signs a miscellaneous voucher because of multiple invoicing, the County department should always place a copy of the P.O. on top of the completed package, followed by the miscellaneous voucher, invoice and receiver. The amount being authorized for payment should be noted on the P.O. prior to department head signature. The County Purchasing Department shall review the pricing and will process a change order if necessary. The County Purchasing Department will forward the completed set of documents to the County Comptroller's Office for payment.

- g. The County Comptroller's Office - Accounts Payable Division shall examine and audit the assembled documents. All properly audited and reviewed documents are processed for payment in the HTE system. The County Comptroller shall thereafter process and list all vouchers received by the prescribed cut off day prior to the next Board of Chosen Freeholder meeting. This listing shall be organized alphabetically by the name of the vendor. The listing shall contain a place for the signature of the Freeholder Director. The County Comptroller shall then forward the listing to the Clerk of the Board of Chosen Freeholders.
- h. The Clerk of the Board shall present the listing referred to in Paragraph g above to the Freeholder Director. Upon approval by the Board, the Clerk of the Board shall present this list of vouchers to the Board of Chosen Freeholders for formal approval at the next regular meeting of the Board of Chosen Freeholders.
- i. Upon approval of the voucher list by the Board of Chosen Freeholders, the Comptroller shall forward the vouchers to the County Treasurer who shall prepare checks for the vouchers.
- j. The County Treasurer verifies the vouchers to each check for accuracy of vendor name and amount and forwards the checks to vendors or as per instructions and files vouchers by Board of Chosen Freeholders Meeting date.

6. Procedure for Bidding.

All purchases of materials, supplies, labor or services rendered in excess of the threshold for bidding, as stated in the Local Public Contracts Law except projects for which plans and specifications are drawn by a professional architect or engineer, shall be pursuant to the following procedures:

- a. The Purchasing Agent shall annually (semi-annually for certain products) forward departmental requirement forms to all County departments and agencies for the purpose of obtaining anticipated requirements for materials, supplies, labor or services for the coming year on a cumulative basis for bidding purposes.
- b. Upon receipt of all written departmental requirements for materials, supplies, labor or services, the Purchasing Agent shall prepare Specifications for Advertisement of Bids. The Purchasing Agent will adjust quantities anticipated based upon a physical inventory in the Central Warehouse, when appropriate.
- c. After completion of specifications, one copy shall be forwarded to County Counsel for review and legal approval. County Counsel shall review the specifications and all related documentation as to form and legality and shall report the same to the Purchasing Agent. In the event the report indicates that corrections shall be made in the form and legality, the Purchasing Agent shall comply therewith.
- d. One copy of the specifications shall also be forwarded to the ordering departments for their perusal and approval of the completed specifications.

- e. The Purchasing Agent shall prepare a bidders notice for public bidding which shall be published in one designated legal newspaper not less than ten (10) days prior to bid opening date.
- f. Upon receipt of bids, a legal review and recommendation to award or reject shall be made by the County Counsel along with a recommendation by the ordering Department Head.
- g. The Purchasing Agent shall make a thorough evaluation of the bids submitted as to conformity to the detailed specifications and legal and departmental requirements, after which the Purchasing Agent shall make a recommendation to award or reject said bid or bids. When a Central Warehouse inventory item is purchased the Purchasing Agent will enter a requisition and subsequently process the Purchase Order after Financial Review as indicated in Section j. All other purchases must be pre-encumbered thru requisition by Department Head. If chargeable to the operating budget, the requisition must be prepared for estimated quantities for the balance of the current year only.
- h. The recommendation to award or reject shall be made by letter from the Purchasing Agent to the County Administrator with a copy to County Counsel, the County Comptroller and affected Department Heads requesting a resolution to accept the recommendation at the Board of Chosen Freeholders next regular meeting.
- i. County Counsel, upon reviewing documentation and the Purchasing Agent's recommendation and being satisfied that all legal requirements have been met, shall prepare a resolution.
- j. The County Comptroller shall certify the availability of funds directly on the resolution (when funds are available).
- k. The Clerk of the Board of Chosen Freeholders shall forward a copy of the resolution to the County Comptroller, Purchasing Agent, County Treasurer, Department Head and the engineer or architect who shall supervise the work. After the resolution is adopted, the Purchasing Agent will immediately convert the requisitions to a purchase order.
- l. The officer or person designated in the resolution shall purchase or secure the materials, supplies, labor or services pursuant to the bids, specifications, advertisement and bidding statutes of the State of New Jersey, in accordance with the resolution.
- m. Any person claiming payment pursuant to the resolution shall be paid in accordance with Paragraphs d, e, f, g, h, i and j of subsection 5.
- n. All construction projects shall be administered by the County Engineer. The County Engineer shall perform the functions of the Purchasing Agent in the bidding process.

- o. N.J.S.A. 2A:30A-1 et. seq. requires that, for all contracts awarded after September 1, 2006, a prime contractor who performs in accordance with a construction contract and the billing for the work has been approved and certified by the owner, shall be paid within 30 calendar days after the billing date. In order to insure compliance with the statute, all departments must process a contractor's invoices, in the manner set forth herein.

Each contractor's invoice and voucher must be stamped in, clearly indicating the date it was received. After processing by the department, the voucher must be flagged with the appropriate identifying sticker which will trigger the Purchasing, Comptroller's and Treasurer's Offices to process this voucher immediately. The sticker must be placed on the front face of the County voucher so that the voucher can be easily identified and it must indicate the 30-day expiration date. The voucher(s) must be submitted to the Purchasing Department for processing without delay and hand delivered if necessary. In those situations where a consultant is utilized, the 30-day time period commences upon receipt of the invoice by the consultant. The failure to process payments in accordance with the statutory requirements may result in the County being subject to monetary penalties.

7. Fair and Open Procurement Process

- a. Those professional services agreements which are exempt from the public bidding requirements of State law shall be based on a "Fair and Open Procurement Process." The procedures which follow shall constitute the "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 and 20.7 for professional service contracts. Non-professional service contracts for which public bidding is not required, shall be secured utilizing the procedures set forth in paragraphs (g) through (p), below.
- b. The services subject to the fair and open process shall be professional services as defined in N.J.S.A. 40A:11-2(6), as well as financial services and insurance services. However, the following services are specifically excluded from the fair and open process:
 - 1. All medical doctors;
 - 2. Professional artistic services;
 - 3. Litigation support services required by the County Prosecutor in carrying out his law enforcement duties, such as expert witnesses, court reporters, etc.;
 - 4. Litigation support services required by County Counsel, such as expert witnesses, court reporters, etc.;
 - 5. Services provided by members of the clergy; and
 - 6. All statutory appointments and full and part-time employees of the County and any agency, instrumentality or authority of the County.
- c. By September 1st of each calendar year, each Department Head shall submit to a Purchasing Agent designated / appointed by the Board of Chosen Freeholders

and who shall report to the County Purchasing Director, a list of professional services which will be required during the upcoming calendar year. The list shall include a description of the services needed and the minimum educational and experiential requirements necessary.

- d. The Purchasing Agent shall advertise these professional services needs for five (5) consecutive days in an official newspaper designated for the publication of public notices and advertisements for Middlesex County, as well as publishing a notice in one (1) or more professional publications, as deemed necessary by the Purchasing Agent or Purchasing Director after consultation with the Department Head.
- e. The advertisements shall include:
 - 1. A description of the professional services needed with respect to the project;
 - 2. The minimum educational and experiential requirements; and
 - 3. Deadline and place for all submissions, whether generated by advertisement or solicitation.
- f. Any interested professionals, shall at a minimum, submit the following to the Purchasing Agent:
 - 1. Names of all individuals who may provide services to Middlesex County;
 - 2. The qualifications, experience and educational background of these individuals; and
 - 3. References and record of success.
- g. When the need for a particular service, professional or non-professional, arises, the Purchasing Agent may publish a notice or post on the County Website, a notice describing the specific project for which services are required and the date, time and place where proposals will be received and opened. Such notice, shall be posted a minimum of 10 days prior to the date established for the receipt of proposals.
- h. Notwithstanding the above, when the need arises for unique services, on a case-by-case basis, the Purchasing Agent may also forward a request to any other professional, who, in the opinion of the Purchasing Agent, Department Head or any Freeholder, possesses the necessary expertise. Upon receipt of the requested information, the Department Head and Purchasing Agent shall pre-qualify those professionals, who in the opinion of the Department Head and Purchasing Agent, meet and satisfy the needs of the County.

- i. In response to the request for Proposal, potential vendors shall submit the following:
 1. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
 2. The fee to perform the requested services, including the names and hourly rates of the individuals who will perform the task, estimate of total hours and expenses to complete the task; and
 3. Any other relevant information.
- j. At the designated time and place for the receipt of proposals, the Purchasing Agent shall publicly open and read the name and proposed fee for all responses received.
- k. The selection criteria to be used by the Purchasing Agent in making his/her recommendation to the Board of Chosen Freeholders or the appropriate agency, board or commission, after consultation and review with the Department Head are:
 1. Qualifications of the individuals who will perform the task and the amount of their respective participation; as shall have been previously determined in accordance with the provisions of sections c, d, e and f, above;
 2. Experience and references and reputation in the particular field of endeavor;
 3. Ability to perform the task in a timely fashion (including staffing, familiarity with subject matter, attendance at meetings, etc.);
 4. Competitiveness of rates (fees and expenses); and
 5. Other factors, if demonstrated to be in the best interests of the County.
- l. If after receipt of submission of items (1), (2), (3), (4) and (5) of Section K above and, prior to any recommendation to the Board of Chosen Freeholders or the appropriate agency, board or commission, the Purchasing Agent or Procurement Specialist, after the Department Head consultation and review, determines to revise the required services or to seek more favorable terms, all vendors who have submitted proposals shall be given an equal opportunity to resubmit or modify their proposal.
- m. All Department Heads may seek approval of the Board of Chosen Freeholders of a partial or total waiver of these requirements. In the event a majority of the Freeholder Board deems that it is impracticable to comply with part or all of these provisions, due to an exigent or emergency situation or due to the unique or specialized nature of the services required, the Board of Chosen Freeholders, by majority vote, may waive part or all of the requirements of these competitive negotiation procedures or the specific qualifications previously advertised.

- n. All contracts pursuant to the fair and open process shall be awarded by majority vote of the Board of Chosen Freeholders at a public meeting.
- o. Applicants may be eliminated from competition if they do not meet applicable Federal, State or County legal requirements. Where Federal or State law or regulations require a procedural step(s) at variance with these procedures, the Federal or State Requirements shall govern.
- p. Until such time as the Professional Services Purchasing Agent designated/ appointed by the Board of Chosen Freeholders or in the event of a vacancy in that position, the County Purchasing Director shall perform the duties of this position.

8. Pension, Insurance, Employee Payroll Deductions and Other Mandatory Payments.

- a. All funds of the County of Middlesex to be disbursed for pension fund payments, mandatory expenditures for F.W.T., F.I.C.A., State Unemployment/Disability Insurance, hospital and medical coverage for employees, education escrow funds, employee authorized payroll deductions, maintenance of patients in State Institutions, debt service, extradition expenses, self insurance plans (less than \$10,000.00), and Court Orders shall be made pursuant to the laws of the State of New Jersey and pursuant further to the directions of the statutory body charged with allocating the funds, and also to the rules and regulations of any statutory body receiving the funds. A voucher must be prepared as outlined in Exhibit A, except claimant signature is not required.
- b. County appropriations for autonomous Boards of Trustees for the County College, Vocational School, Mosquito Extermination Commission, Board of Social Services and all other autonomous bodies that receive funds from the County of Middlesex, and for which funds are appropriated in the annual Operating Budget, shall be paid by the County Treasurer on a pre-determined scheduled basis.
- c. Except as otherwise provided for in these procedures, all funds of the County of Middlesex to be disbursed for line items appearing in the annual Operating Budget of the County; escrow monies being held pursuant to agreements between the County and others and the retention of professional services shall be authorized by resolution of the Board of Chosen Freeholders in such manner as may be approved by the Board.

9. Offline Checks and Statutory Payments Made By Wire Transfer.

- a. Offline Checks

Offline checks are processed between Board of Chosen Freeholder meetings. They should be kept to a minimum and must be emergent in nature. Offline checks are prepared from properly audited Purchase Order/Vouchers or Miscellaneous Voucher which are ready for payment. Such checks require the

verbal approval of both the Freeholder Chairperson of the requesting department and the Freeholder Director. Offline checks will be issued the day of request when possible, otherwise within 24 hours. However, during the month-end and year-end close of the general ledger, offline checks cannot be processed. All offline checks will appear on a supplemental bill list which is presented to the Board of Chosen Freeholders at their next regularly scheduled meeting.

b. Statutory Payments Made by Wire Transfer

Certain statutory payments can be made by bank wire transfer by the County Treasurers Office or the County Comptroller's Office. Upon completion of the wire transfer, a P.O./ Voucher or miscellaneous voucher must be presented to the Comptroller's Office — Accounts Payable Division in order to record such disbursement in the general ledger system. All payments made by wire transfer will appear on a supplemental bill list which is presented to the Board of Chosen Freeholders at their next regularly scheduled meeting.

10. Salaries and Wages.

a. Procedure for the Addition or Replacement of New Employees to the Payroll File.

The Department Head, upon determining a need to staff a new position or replace a former employee, must first determine the availability of funds. He / She must examine the department budget detail and obtain approval of the Freeholder Chairperson of their department by initiating a Personnel Action Request Form. Upon completion, the Department Head must prepare and forward a Personnel Requisition Form to the Comptroller along with the Personnel Action Request Form.

The County Comptroller's Office will review the Personnel Requisition form to determine whether the position is budgeted. If the position is not budgeted, the Comptroller must determine how it is to be funded without requiring a salaries and wage operating budget transfer. The County Comptroller will then indicate that funds are available or not available and assign a control number and position number. An original and one copy of the approved and signed Requisition are forwarded to the Personnel Department. The Personnel Department retains the original requisition and mails a copy to the Department concerned.

The Personnel Department shall determine if the position requested is in the career service. If so, a determination shall be made as to whether or not the position appears on an active New Jersey Department of Personnel Certification of Eligibles for Appointment List (DPF-10). If interested eligibles appear on the Certification list, the Personnel Department shall notify the department concerned and the candidates must be contacted for an interview. Once the Department Head exhausts the certification list, he / she shall contact the Personnel Department to decide if the position is a union title (which may require a job posting). The Department Head then completes a "Request for Job Posting" form and forwards the same to the Personnel Department. The Personnel Department must post

the position for six working days on County bulletin boards. The position is then open to eligible and qualified county union member employees. When this procedure does not produce a qualified applicant, the Personnel Department shall then conduct a search through a review of applications in their files. The search may require newspaper or trade journal advertisements. Department Heads must submit the suggested wording for such advertisements to the Personnel Department.

Upon receiving inquiries from interested applicants, the department head shall have the job applicants complete the Middlesex County Application for Employment and conduct interviews. An interviewer shall explain to the job applicant the duties of the position available and review with them the New Jersey Department of Personnel requirements, i.e., examination, etc. If the department interviewer decides the applicant meets the requirements for the job, the Department Head conducts further interviewing. A Department Head, upon deciding the best applicant for the position, forwards a completed Personnel Action Request form to their Freeholder Chairperson for approval. Once the Department Head offers the position to the applicant, he/she stipulates that they must pass a physical examination and receive approval by the Board of Chosen Freeholders.

Should the Freeholder Chairperson approve the Personnel Action Request form, the department head will then complete and forward a DPF-743 (New Hire form) to the Personnel Department and request scheduling for a physical examination. Based on the recommendation of the Personnel Director and the agreement of the Freeholder Chairperson and Department Head, copies of the relevant paperwork considering the employment will be available to all Freeholders. Paperwork approval may then take place at the next agenda of the Board of Chosen Freeholders meeting. The name of the employee will appear on the Semi-Monthly Personnel Report at the meeting. An effective date for hiring the new employee will not commence until after formal authorization by the Board of Chosen Freeholders at their regular meeting.

Upon receiving information that the results of the physical examination allows the hiring of the candidate, the Department Head notifies the candidate of their starting date. If an immediate examination is not possible, the candidate must complete a medical waiver form. A waiver form states the candidate's awareness that his/her employment is contingent upon passing the physical examination.

The Department Head shall arrange for orientation with the Personnel Department to complete the following documents by the first day of work:

- Personnel Information Request Form (contains information not on DPF-743)
- Employee's Withholding Exemption Certificate (W-4)
- New Jersey Employee's Withholding Exemption Certificate (NJ-W-4) Form (Optional)
- I-9 Form (Employment Eligibility Verification) and required attachments

State of New Jersey New Hire Reporting Form
Public Employees Retirement System Enrollment Application
Sexual Harassment Policy Form
Drug and Alcohol Policy Form
Universal Health Benefits application form

Employees seeking family and/or dependent coverage shall be required to provide verification for such coverage, such as marriage certificates, birth certificates, etc.

The Personnel Department shall arrange to take the employee's photograph and issue a County Identification Card at orientation. The Personnel Department, after reviewing the submitted forms from the orientation, shall "key in" the required information into the ADP payroll system on the next upcoming payroll period. Personnel will then forward a copy of the DPF-743 New Hire form and W-4 form to the payroll division for further processing. A new hire form must match the listing of employees contained on a copy of the approved Semi-Monthly Personnel Report before payroll processing.

An approved Request For Personnel Action (DPF-743) form shall be forwarded to the N.J. Department of Personnel by the Personnel Department. A copy of the form is placed in the employee's personnel file. Once approved, the State returns a confirmation form to the County Personnel Department. A copy is then forwarded to the department concerned. The original confirmation form is placed in the employee's file maintained in the Personnel Department.

b. Procedure for Emergency Hiring

There may be emergency situations when it is necessary to hire an individual(s) prior to formal approval of the Board of Chosen Freeholders, in order for the County to carry out and fulfill its statutory duties and responsibilities. In those situations, the Department Head shall notify the County Administrator and the Personnel Director of the specific position(s) required and why they must be filled immediately. The County Administrator shall consult with the Freeholder Director and Freeholder Committee which oversees the department in which the need has arisen.

Upon approval of the Freeholder Director and Freeholder Committee persons to proceed with the hiring, the County Administrator shall so advise the Department Head and the Personnel Director. The individual(s) shall commence work as soon as all required paperwork has been properly completed. The hiring shall be confirmed by the Board of Chosen Freeholders at its next regular Business Meeting.

c. Procedure for Changing Employee's Job Title and Salary (Other than Provided for by Bargaining Unit Contracts).

A Department Head, upon deciding the need to change an employee's salary and job title, must first decide that such change is not conflicting with existing County policy or bargaining unit contract. Freeholder Chairperson approval

must be obtained on a Personnel Action Request Form. Funding must then be certified on the form by the Comptroller's Office.

Upon receiving Freeholder Chairperson approval on a (Personnel Action Request form), the Department Head shall have an original DPF-744 (Personnel Action Form) completed. After obtaining original signatures of employee and Department Head, the forms are forwarded to the Personnel Department along with the approved Personnel Action Request Form. The DPF-744 is then included on the next Semi-Monthly Personnel Report for Freeholder Board approval. The Personnel Department will enter the approved changes into the ADP payroll system. A copy of the DPF-744 form is forwarded to the payroll division for processing of the form. A copy of the form is forwarded to the State Department of Personnel for approval. The original form is placed in the Personnel folder of the employee.

When requesting only a salary change, the Department Head submits a Personnel Action Request Form to the Freeholder Chairperson for their approval. After the Freeholder Chairperson approves the salary request the Department Head forwards the approved form along with a DPF-744 Form to the Personnel Department for Freeholder Board approval. The next Semi-Monthly Personnel Report reflects the salary changes requested for approval by the Board of Chosen Freeholders. The approved salary change is keyed-in by the Personnel Department and then forwarded to the County Comptroller-Payroll Division. A copy of the DPF-744 Form is forwarded to the State Department of Personnel for their records. The original form is placed in the Personnel folder of the employee.

d. Termination of Services.

The Department Head, upon being advised of an employee's termination, shall immediately forward an "Advance Notice of Employee Termination for Health Benefits Purposes" form along with a Universal Health Benefits Form to the Personnel Department. Also required (on or after the employee terminates) is the submission of a DPF-742 (Leave, Separation, and Transfer form). A form entitled "Explanation for Services Terminated" and one entitled "Employee Check Out Form" must accompany the separation form (DPF-742). The State Department of Personnel requires a letter from the employee or their signature on the separation form. Notation (in the comments box of the form) must reflect that a signature or letter of resignation from the employee is not available. When terminating a provisional or temporary employee, the employee's signature should appear on the separation form indicating knowledge of their termination. Department Heads shall secure all County property from the employee, including County I.D. card, Parking Card and Gas Pump and Security Access Card and attach the items to the personnel form.

Departments must complete and submit an Hours Worked Form for monies due an employee beyond the normal hours in their regular work week. An Hours Worked Form must accompany the termination forms forwarded to the Personnel Department. The Personnel Department determines the completeness

of the DPF-742 form and Explanation for Services Terminated form. A Semi-Monthly Personnel Report for the next Board of Chosen Freeholder's Meeting will include information such as the employee's title, department and date of termination. This report as indicated under previous sections shall be forwarded to the Clerk of the Board for submission to the Freeholder Chairperson for final approval. The original separation form shall be forwarded to the N.J. Department of Personnel. A copy of the form shall be forwarded to the payroll division along with the Hours Worked Form after it has been entered into the payroll system. The Personnel Department forwards a copy of the Explanation for Services Terminated form to the Service Bureau that handles the County's unemployment claims.

Upon receipt of the DPF-742 form, the County Comptroller's Office - Payroll Division shall note the termination date and verify the amount paid to the employee from the Hours Worked Form during the next payroll period as computed by the department. Verification is made by the Payroll Division regarding the information entered by the Personnel Department into the ADP System.

e. Preparation of Payrolls.

The annual salary, annual extra compensation, annual stipend, hourly rates, annual longevity and annual shift differential for each employee shall be authorized by the Board of Chosen Freeholders through the adoption of a salary schedule during the annual reorganization meeting. The salary schedule is prepared by the County Comptroller's Office - Payroll Division, using the ADP Payroll System, and is based upon the last payroll of the preceding year and includes labor contracts with salary changes effective for the first payroll of the year. This salary schedule shall be amended from time to time as bargaining units settle contracts with the Board of Chosen Freeholders. Amended salary schedules are based on contracts with the bargaining units and the Semi-Monthly Attrition Report, as described in 7a and 7b above.

An ADP Payroll System Excel Spreadsheet entitled Certification of Time Worked (CTW) shall be used to communicate to the County Comptroller's Office - Payroll Division actual time worked for hourly employees (regular and overtime), overtime worked for salaried employees and time off for vacation and sickness. The County Comptroller's Office - Payroll Division shall make this spreadsheet available to the respective timekeepers on Thursdays, two weeks prior to the pay date. The CTW will contain the following information:

1. Employee Name.
2. Employee Number.
3. Available Vacation, Sick and Personal Time Balances stated in Hours.
4. Standard Bi-Weekly Regular Hours.
5. Payroll Period Inclusive Dates to be entered by the Timekeeper.

County employees shall be placed on the General Payroll, paid on a bi-weekly basis and have, as an option, direct deposit of their entire net pay into one bank

account. Each Department Head shall be responsible for maintaining accurate time and attendance records for each employee assigned to their department. The Department Head shall assign a responsible employee on their staff to perform the duties of timekeeper.

The following procedures must be adhered to in completing the CTW report each pay period. The timekeeper will enter the following information into the computer spreadsheet:

1. The reporting period for sick leave, vacation and overtime should encompass the period covered by the CTW.
2. From the time and attendance records maintained by the department, enter the amount of sick leave, vacation and personal time taken during the reporting period (in hours) under the appropriate column.
3. From the time and attendance records maintained by the department, enter the number of hours worked by hourly employees in the P/T Hours column. Hours must always be expressed in whole numbers and fractions in hundredths; i.e., 1.75, etc. throughout the spreadsheet.
4. Overtime hours worked must be entered in the Overtime Hours column. Dock hours must be entered in the Dock Hours column.
5. In the event an employee has been recently added to the payroll and their name does not appear on the CTW, their name, starting date or return from leave of absence date, and other information as stated above must be forwarded to the Personnel Department. This information will be attached to the new hire or return from leave paperwork and directed to the Payroll Division for input into the ADP system.
6. One of the following codes must be entered in the Other Hours column, if applicable:

B	Bereavement	17	Beeper
22	Call Back	L	Meal
N	On Call	27	DWI
24	Stand By	I	Second Shift *
C	In-Charge	23	Third Shift *
G	OCR	K	Weekend Shift
H	Holiday **	O	Other
13	Quasi-Duty	J	Jury Duty
15	Military Leave	30	Exams
29	Autopsy	M	Non-taxable meals

* To be used only if other than standard.

** Recorded only on holidays worked.

Dollars must be entered in the Earnings column preceded by the code. Non-taxable earnings cannot be combined with other earnings.

In the event a payday will occur while an employee is on vacation, the Department Head may approve an advanced paycheck. Advancement of pay should occur no more than two times per year per employee. This may be accomplished by completing an Advance Vacation Request form and forwarding it to the Payroll

Division. If an employee is given advanced vacation pay, it is the timekeeper's responsibility to mark the NO PAY columns on the CTW for that employee for the next pay period.

After entering all information, totals displayed on the CTW should be reconciled to department time and attendance records. The CTW spreadsheet must be transmitted to the Payroll Division no later than the end of business on the Friday preceeding the pay date or earlier for holidays occurring during the processing cycle. As a confirmation of data entered and transmitted, a copy of the completed CTW must be printed, authorized by signature of the Department Head, and forwarded to the Payroll Division. The department timekeeper should keep a copy of the approved CTW on file.

The Payroll Division shall determine that proper approvals are contained on the CTW copies by comparing signatures to cards containing authorized signatures. All additions, deletions and bi-weekly salary or hourly rate changes will be cross-checked to Personnel Action Request forms (PAR data form) received from the Personnel Department. In addition, special computations for retroactive adjustments to gross pay and payroll deductions shall be entered into the ADP system.

Upon completion of payroll processing, the Payroll Division will transmit the payroll data to ADP by 3:00 p.m. on the Monday prior to the pay date. ADP will process the payroll and courier sends the pay checks to the Payroll Division on Tuesday. Upon receipt of the payroll from ADP, the Payroll Division reconciles hours from input to register totals. The paychecks and payroll registers (sorted by department) are forwarded to the Treasurer's Office and prepared for distribution.

After 3:00 p.m. on the Thursday before payday, the Department Head or their designee, shall obtain the checks and payroll register from the County Treasurer's Office and arrange for distribution to the employees.

The timekeepers must immediately review the payroll registers upon receipt. Any exceptions should be brought to the attention of the Payroll Supervisor in the Payroll Division.

The original payroll register and all payroll reports shall be retained in the office of the County Comptroller for two years. After the two-year period, payroll records will be transferred to the County's Division of Archives and Records Management for storage.

11. Leased Space Acquisition

- a. The County shall lease real estate at rates and on terms which are in the County's best interest. To this end, each requirement for any real estate lease shall be advertised in the form of a request for proposal at least thirty (30) days prior to the adoption of a resolution authorizing execution of a real estate lease or the renewal or extension of an existing lease.
- b. 120 days prior to the expiration, option, notice to renew, or termination date of

existing leases for office space and 60 days prior to the expiration, option, notice to renew, or termination date of existing parking leases, the County Administrator shall publish a Request for Proposal. The advertisement shall require the sealed proposals be submitted to the Clerk of the Board of Chosen Freeholders pursuant to Section 1 above, not more than thirty (30) days from the date of the advertisement.

- c. Following the opening of the proposals by the Clerk, the County Administrator shall evaluate the lease proposals and conduct competitive negotiations. Should any competitor be given an opportunity to modify any term which materially affects the cost or value of the lease proposal, including but not limited to the rental (including parking) and /or parking provisions, all competitors who have previously submitted will be given an opportunity to submit revised proposals. When possible, the County Administrator shall submit the recommended lease to the Board of Chosen Freeholders for approval at least sixty (60) days prior to the expiration of the existing leased space is to be obtained to allow for tenant fit-up. Where an existing lease is to be renewed or extended, the County Administrator shall submit the recommended lease to the Freeholders at least thirty (30) days prior to the expiration date.
- d. The County Administrator may seek approval of the Board of Chosen Freeholders of a partial or total waiver of these requirements. In the event a majority of the Freeholder Board deems that it is impracticable to comply with part or all of these provisions, the Board of Chosen Freeholders, by provisions, the Board of Chosen Freeholders, by majority vote, may waive part or all of the requirements of these competitive negotiation procedures.

12. Petty Cash Procedures

- a. Petty cash funds may be established only by those departments authorized by the Board of Chosen Freeholders. Such authorization may be initiated through the submission of a letter to the County Comptroller which presents the following:
 - 1. A recommendation for the establishment of the fund, reasons for establishment and items to be expended.
 - 2. Recommended imprest fund amount.
 - 3. Estimated amount to be expended in one month period.
 - 4. Name and title of the Custodian of the fund.
- b. The County Comptroller, upon receiving the request, shall prepare the required Application to Establish a Petty Cash Fund as promulgated by the Director of the Division of Local Government Services and shall bring the matter to the attention of the Board of Chosen Freeholders at the next available meeting. Upon authorization to establish the fund by the Board of Chosen Freeholders, the Clerk of the Board shall forward two certified copies of the Resolution and Application to Establish a Petty Cash Fund to the Director of the Division of Local Government Services. Upon return of an approved copy of the application, the Clerk of the Board shall forward copies to the affected Department Head and County Comptroller. The fund will then be established by the execution of a County voucher by the department.

c. Operation of the fund: The purpose of creating a petty cash fund is to provide a means for immediate payment of lesser amount invoices that could not practically be paid by an accounts payable check. Only disbursements as outlined in the Application to Establish a Petty Cash Fund are allowed to be made from the fund. Only the petty cash custodian, whose name appears on the Application to Establish a Petty Cash Fund, may maintain and disburse cash. All expenditures must be supported by a cash register receipt, delivery receipt or other document (where available). A petty cash receipt form must be prepared each time petty cash is disbursed. This form must contain the following information:

1. Petty cash receipt number (a consecutive number)
2. Payee name and address
3. Date of disbursement
4. Reason for disbursement
5. Amount of disbursement

The Petty Cash Custodian shall make the disbursement, have the person receiving the cash sign the form in the space provided and enter the required information on the Petty Cash Reimbursement voucher form. Upon determining that the petty cash fund should be replenished, the Petty Cash Custodian shall count the cash remaining, tally the amounts included on the Petty Cash Reimbursement voucher form and prove to the imprest fund amount. The Petty Cash Custodian shall present the Petty Cash Reimbursement voucher form, petty cash receipts and supporting documents to the Department Head for review and approval. Upon approval, the voucher shall then be forwarded to the County Comptroller's Office for processing on the next available Board of Chosen Freeholders meeting. The audit of the voucher by the County Comptroller's Office shall be made in accordance with the Uniform Claims Procedure.

- d. Settlement of the Petty Cash Fund at Each Calendar Year: All unexpended petty cash at December 31 of each year must be returned to the County Treasurer and accompanied by a voucher. A Petty Cash Reimbursement voucher for the amount of expended cash must be prepared and forwarded to the County Comptroller. Both vouchers (which will total the imprest fund amount) will be processed on the second Board of Chosen Freeholders meeting of the succeeding year.
- e. The County Comptroller shall request at the reorganization meeting a resolution to re-establish all Petty Cash funds for the new year. Any changes that are necessary to Petty Cash Funds including marital name changes must be requested by the County Comptroller and authorized by resolution of the Board of Chosen Freeholders.

13. Collection of Fees by Operating Departments

1. Whenever possible, fees collected must be in the form of check or money order made payable to Treasurer - Middlesex County.
2. There will be a \$20.00 fee for checks returned for insufficient funds. Insufficient

Fund checks are to be followed up for payment by the Treasurer's Office. The Treasurer's Office will contact the person or company from which the insufficient fund check was received, notify them of the total amount due including \$20.00 overdraft fee and that it must be paid by money order made payable to Treasurer, Middlesex County, P.O. Box 871, New Brunswick, NJ 08903 within five (5) days.

- Receipts are to be given for all fees collected. Each department will have numbered receipt books suffixed as follows: (Suffixes will be hand written-see Exhibit "A")

AC - Adult Correction Center	HD - Health Department
AD - Agricultural Development	HB - Highways and Bridges
AR - Archives & Record Management	HS - Human Services
CB - Clerk of the Board	ME - Medical Examiner
CO - Comptroller's Office	PR - Parks & Recreation
BA - Construction Board of Appeal	PD - Personnel Department
CA - Consumer Affairs	PL - Planning Department
CJ - County Adjuster	PO - Prosecutor's Office
CC - County Clerk	RB - Raritan Bay Mental Health
CL - County Counsel	RE - Reprographics
CE - County Engineer	SO - Sheriff's Office
CH - Cultural & Heritage	SW - Solid Waste Management
ED - Economic Development	SS - Superintendent of Schools
EB - Election Board	SR - Surrogate
EM - Emergency Management/ Fire Academy	TX - Tax Board
	TO - Treasurer's Office

Receipt books will be NCR triplicate - original to customer, one for department and one to Treasurer's Office with summation of deposit(s).

- Enter numbered receipt in log sheet (Exhibit "B") in the following format:

<u>Date</u>	<u>Receipt#</u>	<u>Received From</u>	<u>Amount</u>	<u>Service Rendered</u>
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- Hand deliver all funds received, Summary Log itemizing above information with Treasurer's copy of receipt attached, to the Treasurer's Office within 24 - 48 hours. Identify HTE revenue account# associated with amounts received. Any money received and held overnight must be held in a locked, safe environment.
- Departments with their own checking accounts should forward the Summary Log, receipt copies and a copy of the deposit slip showing deposit date. At month-end a copy of their bank reconciliation is to be submitted to the Treasurer's Office for a cross-reference check.
- At month-end, each Department will cross-check their accounts in the General Ledger on HTE with their records to assure that all money received was properly deposited and credited to their department. This is done through GMBA Account

Balance Inquiry. Any discrepancies should be reported to the Treasurer's Office for investigation.

This policy and procedure affects all departments that have occasion to bill the public for incidental services. This policy and procedure specifically excludes fees earned that are controlled and reported through a computer system designed and operated by the following departments:

Adult Correction Center
County Adjuster
County Clerk
Raritan Bay Mental Health Clinic
Sheriff's Office

14. Fixed Asset Procedure

1.0 General

1.1 All fixed assets will be acquired through the Middlesex County Purchasing Department.

1.2 All fixed assets will be entered into the Fixed Assets Inventory Control system as soon as they are acquired.

2.0 Furniture and Equipment

All furniture and equipment that is over **\$300** and with a minimum useful life of one year will be assigned a **bar code tag**. These fixed assets will be recorded on the Fixed Asset Inventory Control system at original cost of acquisition.

Under the direction of the County Comptroller, and with the assistance of the respective Department Head(s) physical inventory counts will be taken of all furniture and equipment recorded in the Fixed Asset Inventory Control System.

2.1 Surplus Assets (Assets no Longer Required by Departments)

Departments with the approval of Director/Manager are to notify the Fixed Asset Manager, in writing of any surplus assets.

If the surplus goods are still in working condition, they will be consigned to a public auction. Any proceeds on disposal will be County revenues.

2.2 Disposal of Surplus County Property

Furniture and equipment will remain on the accounts until it:

- i) has served its useful life
- ii) is traded in on a replacement
- iii) has been damaged or unaccounted for

Departments are to notify the Fixed Asset Manager, in writing of any items for disposal. The Fixed Asset Manager, or designee, will approve furniture and equipment to be written off.

The Fixed Asset Manager, will forward a list of the disposal items to Public Property and /or I.T. Departments to have them properly removed. It will be the responsibility of department Fixed Asset Coordinator to remove these items from the Fixed Asset Inventory Control system. It will also be the responsibility of department Fixed Asset Coordinator to forward all deletion reports to the Fixed Asset Manager, in order to insure that all deleted items will be disposed of in the proper manner.

2.3 Stolen/Lost Items

Stolen/lost items are to be reported immediately to the Department Head. In addition you must also advise the Fixed Asset Manager so that the Fixed Asset Inventory System can be adjusted appropriately.

Please note: all stolen/lost items regardless of their dollar value must be reported immediately to Department Head and if of sufficient value (computer equipment \$2,000) the Insurance Manager.

2.4 Transfers

For all Furniture and Equipment transferred from one department, building to another, a **Transfer Form must be completed and forwarded to the Fixed Asset Manager** to update the location on the Fixed Asset Inventory Control System.

2.5 Lease Purchase Items

All items purchased through MCIA funding must be coded as MCIA funding items until they are either purchased by the County or their maximum life has passed, at which time they are either changed to County owned or disposed of.

2.6 Annual Field Audits

All Departments will be held subject to annual field audits conducted by the Fixed Asset Manager. Departments will be notified at least a week prior to all audits.

15. Information Technology Procedures

1. Purchase of Equipment and Services

The Information Technology Department purchases computer hardware and software, telecommunications hardware and software, and various peripherals as required for this department as well as all other County Departments. In addition, IT purchases maintenance agreements for existing systems, education courses for employees, and office supplies. Purchases are made one of two ways, by requisition through MCIA funding or through requisitions entered into the HTE Financial System.

A. For MCIA purchases;

- 1) A request is made in writing by the department and/or individual in need of the computer equipment, software or service.
- 2) The request is entered into an Access database by department with a description, vendor name, date requested, requisition number, account number, quantity, amount, and contact name.
- 3) The request is reviewed by IT staff and/or the IT Director.
- 4) Upon approval, a requisition is created with a unique number.
- 5) The requisition is signed by the IT Director, copied, and forwarded to the Comptrollers Office for financial review.
- 6) If funding is not available, the requisition is returned to the IT Department.
- 7) If upon review the Comptroller's Office determines adequate funding is available in the stated account, the requisition is forwarded to the Purchasing Department.
- 8) The Purchasing Department reviews the requisition and creates a purchase order assigning it a unique number for the equipment or services.
- 9) The Purchasing Department prints the purchase order and makes copies.
- 10) The purchase order is mailed to the vendor and a copy is sent to the IT Department where the purchase order number is recorded and the copy filed.

B. For HTE Financial System purchases:

- 1) A requisition is entered into the HTE Financial System by an individual in each department or by a designated staff member in IT.
- 2) The requisition is automatically assigned a unique number.
- 3) The HTE system performs a budgetary check to verify funding in the account number entered.
- 4) If there is not enough funding available, the requisition will not move forward.
- 5) If adequate funding is available the requisition moves to the department approval level.
- 6) The department head or designee reviews the requisition and can approve or send it back to the creator.

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- 7) If approved, the requisition moves to the IT approval level where it is reviewed by the IT Director or designee.
- 8) The requisition can be approved or returned to either of the two previous levels for changes or comment.
- 9) Upon IT approval, the requisition goes to the Financial Review level where it is reviewed by the Comptroller's Office.
- 10) Upon approval, the requisition is forwarded to the appropriate purchasing staff member in the Purchasing Department for review and the creation of the purchase order.
- 11) Once the purchase order is created, the purchase order is printed and copied.
- 12) The purchase order is mailed to the vendor and a copy provided to the individual department that created it.

II. Payment of Equipment and Services

As noted above, purchases can be made through MCIA and the HTE Financial System. The procedures governing payment although similar will differ slightly as well. Payment is contingent upon the receipt of a purchase order containing an original signature from the vendor in question. No payment shall be forthcoming without the full delivery of any equipment or services unless otherwise stated by contract or resolution.

A. For MCIA purchases:

- 1) The purchase order with an original signature is mailed back to the IT Department.
- 2) Upon receiving the signed purchase order, the accounts payable manager will confirm receipt of the equipment or services ordered.
- 3) If all items have been received, the accounts payable manager will secure the signature of the IT Director along with that of the individual who requisitioned the equipment or services and date the purchase order.
- 4) If in the event that there are multiple items to be received against a particular purchase order, a vendor signed voucher may be substituted for the purchase order. The use of a voucher requires the purchase order to be attached to the voucher.
- 5) Upon receipt of the signed purchase order or voucher, the invoice is attached and is then forwarded to the Purchasing Department for processing.
- 6) The entire package is forwarded to MCIA offices for review and payment by check.

B. For HTE Financial System purchases:

- 1) The purchase order with an original signature is mailed back to the IT Department.

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- 2) Upon receiving the signed purchase order, the accounts payable manager will confirm receipt of the equipment or services ordered.
- 3) The accounts payable manager will log into the HTE system and receive the items in the receipts processing module by entering their name, the purchase order number and date.
- 4) The accounts payable manager enters the quantity received and verifies the receipt is correct.
- 5) After the items have been received, the accounts payable manager will secure the signature of the IT Director along with that of the individual who requisitioned the equipment or services and date the purchase order.
- 6) If in the event that there are multiple items are to be received against a particular purchase order, a vendor signed voucher may be substituted for the purchase order. The use of a voucher requires the purchase order to be attached to the voucher.
- 7) After the items have been received and signatures secured, the signed purchase order or voucher, the invoice and a copy of the receiving report is attached and is then forwarded to the Purchasing Department for payment.

III. Computer Equipment Inventory and Disposal

The Fixed Assets manager within the Comptroller's Office maintains a record of County owned computer equipment and peripherals including desktop computers, laptops, keyboards, monitors, printers, and speakers. This record is updated periodically. Outdated, obsolete, or broken computer equipment must be disposed of properly and reported to the Fixed Assets Manager.

- 1) Any department or individual intent on disposing of any computers or related equipment must log on to the Fixed Asset web site and submit a report form to the Fixed Assets Manager.
- 2) The form is completed and returned to the Fixed Assets Manager where the equipment is removed from the Fixed Assets report.
- 3) The Fixed Assets Manager notifies Public Property in order for the equipment to be removed from the requesting department.
- 4) If the equipment in question is computer related, then Public Property will pick it up and deliver it to the warehouse to be auctioned off at some future date.
- 5) If the equipment in question is a computer or laptop, the IT Department is notified so the computer or laptop can be delivered to the IT Department.
- 6) A member of the IT staff is then responsible to clean the hard drive to remove all data before it can be made available for auction.
- 7) Once the hard drive is thoroughly cleaned, Public Property is notified for pickup and delivery to the warehouse to be auctioned off at some future date.

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IV. User Account

A. Create a User Account

- 1) When a new employee is hired, the Personnel Director and/or the respective Department Head will send a letter addressed to the IT Director requesting the creation of a user account.
- 2) An IT staff member will create a new user account using the established naming convention which is the first five (5) letters of the last name and first initial of the first name (ex. smithj for Joe Smith)
- 3) A password is created at the same time and is the same as the user sign-in.
- 4) The password is set to prompt the user to change the password upon the first sign-in. The user can then create a password known only to them.

B. Disable a User Account

- 1) In the event an employee retires, resigns, is dismissed, or otherwise leaves the county, the user account must be disabled.
- 2) The Personnel Director and/or respective Department Head will send a letter addressed to the IT Director requesting the specific employee's user account be disabled.
- 3) An IT Staff member will disable the user account.

C. Enable a User Account

- 1) In the event a user forgets their password or the password becomes disabled for any reason, the user may contact the IT Department to request the password be reset.
- 2) Upon receiving the request from the user, a member of the IT Staff will reset the password to match the user name (first five letters of the last name and first initial of the first name) and set it to prompt the user to change the password upon their next sign-in.

V. Backup

Complete backup of data is performed on a regular basis on to tape cartridges. These cartridges are picked up and transferred each morning to the Archives Center. In the event a user loses a document or file, a request can be made to the IT Staff to restore the document or file in question.

A. Server

The tape backup consists of two (2) HP Autoloader Tape Libraries. Within the two (2) autoloader tape libraries there are eight (8) tape slots in each numbered 1 - 8. The autoloaders are connected to 2 different servers that control the tape backups. Server mcveritas backs up servers inside our computer room while mcbkup backup most of the offsite servers.

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The backup schedule is as follows:

Server mcbkup

- Slot 1 - Monday Differential
- Slot 2 - Tuesday Differential
- Slot 3 - Wednesday Differential
- Slot 4 - Thursday Differential
- Slot 5 - Friday Full
- Slot 6 - Friday_Full_2
- Slot 7 - Mon-Thurs Mail Backups
- Slot 8 - Friday Mail Backups

Server mcveritas

- Slot 1 - Monday Full
- Slot 2 - Tuesday Full
- Slot 3 - Wednesday Full
- Slot 4 - Thursday Full
- Slot 5 - Friday Full
- Slot 6 - not in use
- Slot 7 - not in use
- Slot 8 - not in use

1) Monday

- Friday Mail backup from mcm11 to disk on mcbkup get out to tape at 8am.
- Both Full and differential backups occur overnight of changed data since the weekends full backup

2) Tuesday

- Both Full and differential backups occur over night of changed data since the weekends full backup

3) Wednesday

- Both Full and differential backups occur over night of changed data since the weekends full backup

4) Thursday

- Both Full and differential backups occur over night of changed data since the weekends full backup

5) Friday

- Mon- Thurs Mail backups from mcm11 to disk on mcbkup get put to tape at 8 am.

6) Weekend

- All servers are backed up full over the weekend.

On Monday or the first business day following the weekend, a tape box from the archive building is brought to the IT Department. An entire week's amount of tapes are stored in the box and delivered to the Archive Building for storage. One week of tapes is held in IT and a second week of tapes is held at Archives. These tapes are rotated on a weekly basis resulting in two weeks worth of data being saved at all times.

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An End of Month tape backup is also performed providing at least a months worth of data being stored.

B. AS400

There are two (2) AS400's located in the IT Computer room, one housing the HTE Financial system and the other the SCT Records system. Both units are backed up to tape on a daily basis.

On Monday or the first business day following the weekend, a tape box from the archive building is brought to the IT Department. An entire week's amount of tapes are stored in the box and delivered to the Archive Building for storage. One week of tapes is held in IT and a second week of tapes is held at Archives. These tapes are rotated on a weekly basis resulting in two weeks worth of data being saved at all times.

V1. HTE Account

The HTE Application is used to purchase goods and services for the County, as well as track operating budget accounts, receipt of purchases, and payment of services. In order to gain access to the application, a user must have a valid user id and password and be given access to the appropriate operating accounts and permission to use the appropriate modules within HTE.

A. Create an HTE User Account

- 1) The department head or designee from the requesting department must notify the IT Director in writing of the name of the employee they wish to have access to the HTE Application.
- 2) The notification shall include the employees first and last names, the modules within HTE they wish to access, and be signed off by the department head or designee.
- 3) The HTE Project leader in the IT Department will create the user ID and password by following established naming conventions, i.e. first five letters of the last name and first initial of the first name.
- 4) The password will be identical to the user ID and will be set to prompt the user to change it upon their initial sign in.
- 5) The HTE Project leader shall grant the user the necessary permissions to access the modules as requested by the department head.
- 6) The department head or designee from the requesting department must notify the Comptroller's Office in writing of which accounts the user shall have access to within the HTE Application.
- 7) The HTE account manager in the Comptroller's Office will then grant the user access to the necessary account numbers.

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B. Disable an HTE User Account

- 1) In the event an employee retires, resigns, is dismissed, or otherwise leaves the county, the HTE user account must be disabled.
- 2) The Personnel Director and/or respective Department Head will send a letter addressed to the IT Director requesting the specific employee's HTE user account be disabled.
- 3) The HTE Project leader will disable the user account.

C. Enable a User Account

- 1) In the event a user forgets their HTE password or the password becomes disabled for any reason, the user may contact the IT Department to request the password be reset.
- 2) Upon receiving the request from the user, a member of the IT Staff will reset the HTE password to match the user name (first five letters of the last name and first initial of the first name) and set it to prompt the user to change the password upon their next sign-in.
- 3) If an HTE Account remains inactive for a set period of time, the account will become disabled.
- 4) The user may contact the IT Department to request that their account be re-enabled.
- 5) Upon receiving the request from the user, a member of the IT Staff will re-enable the user's account. This action does not affect the user's ID or password but merely re-enable the account as it previously existed.

VII. Help Desk

In the event a County employee experiences any problems with computer hardware, software, or services, they are directed to enter an incident ticket into the County Help Desk Application. If for some reason the user cannot access the internet they can still report a problem by calling 732-745-4444 and speaking with a Help Desk representative.

A. Entering an Incident Ticket via the Internet

- 1) Using Internet Explorer, type the following URL: <http://mcsql/helpdesk>
- 2) Upon the user's first visit to the Help Desk site they should click the *Contact Information Profile* link to update their latest contact information.
- 3) Upon verifying the contact information, the user will click on the *log a problem link*.
- 4) Once the user enters the *log a problem* screen, he/she must complete the form as directed and click the submit button.
- 5) By clicking the submit button, an incident ticket will be created and automatically assigned through a round robin process to the next IT Staff member.

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- 6) A ticket number is generated on the user's behalf and an E-mail is forwarded confirming the ticket and alertes the user as to which technician is assigned to that ticket.
- 7) An email is also sent to the technician alerting them of the newly generated incident ticket.
- 8) The program can be terminated by clicking on the logoff link or by simply closing internet explorer.
- 9) If for any reason the user cannot enter and submit an incident ticket, he/ she may send an email to techsupport@co.middlesex.nj.us with a brief description of the problem. As above, an incident ticket will be generated.
- 10) If the user does not have access to the internet or email, an incident can be reported by calling 732-745-4444.

B. Reporting an Incident via the Telephone

- 1) The user may call 732-745-4444 to report an incident.
- 2) A member of the IT Staff will be monitoring the phone on a daily basis.
- 3) The staff is rotated daily with backup personnel to ensure continuous coverage of the help desk phone.
- 4) When an incident is reported, the help desk technician will attempt to solve the problem by troubleshooting with the user.
- 5) If the troubleshooting proves to be ineffective, the technician may remote access to the user's computer to address the problem.
- 6) If remote access also proves to be ineffective, the technician can enter an incident ticket into the Help Desk application on the user's behalf where it will be assigned to a member of the IT Staff for resolution.

16. Inventory Procedures

- a. All supplies available from the central warehouse are listed in the annual catalog.
- b. All orders must be entered into the computer's H.T.E. System before any warehouse processing. No supplies will be issued from the warehouse unless requisitions are properly entered and approved.
- c. When entering stock requisitions into the HTE System, stationery supplies (all "320" and "420" item numbers) must be ordered separately from all other warehouse supplies. Orders will be rejected and returned if items are combined.
- d. When indicating the quantity being ordered, make sure that the same unit of measure as printed in the supplies catalog is used. (Case lots cannot be split.)
- e. Any other items not appearing in the catalog shall be ordered through the Purchasing Department as in the past.
- f. Deliveries of the central warehouse supplies will be made upon completion of the computer stock requisition issue tickets. A blue copy of the issue ticket will accompany each delivery. All delivered items should be checked against issue ticket as soon as possible.
- g. Upon receipt of supplies, a signature is required for the correct number of pieces received only. Driver cannot be held while supplies are being checked, unless there are damaged goods. (Signature and piece count is required.)
- h. Items that are damaged or opened will now be able to be returned to warehouse for credit. If damages occur before delivery, it is the responsibility of the recipient to call the warehouse while the driver is there to verify damages.
- i. Deliveries that are made by the driver are to be dropped shipped only to the address that is on the issue ticket. Driver is not responsible for splitting orders or assisting with the putting away of supplies.
- j. In the event a department wishes to return merchandise or make any changes, the warehouse must be notified within 48 hours of delivery or no credit will be issued (No Exceptions)

MIDDLESEX COUNTY



VOUCHER/PURCHASE ORDER

DATE 10/22/98 P.O. NO. 003176

ABOVE ORDER NO. MUST APPEAR ON ALL PAPERS AND PACKAGES RELATIVE TO THIS ORDER.

SPT ELECTRIC SUPPLY CO INC
PO BOX 6807
5 W CHIMNEY ROCK RD
BRIDGEWATER, NJ 08807

BILL TO: County of Middlesex
COMPTROLLERS OFFICE
P O BOX 514
NEW BRUNSWICK, NJ 08903 - 0514

RECEIVED TO: County of Middlesex
CULTURE & HERITAGE
COMMISSION
703 JERSEY AVENUE
NEW BRUNSWICK, NJ 08901

VENDOR NO.
25130

FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT	REQ. NO	REQ. DATE
		10171114951626		3363	09/17/98

LINE NO.	QUANTITY	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	25.00 EA	450 030 00665 BULBS, LIGHT VARIOUS DECORATIVE 60 WATT/120VOLT P/N 60 BA9C PHILLIPS	.280	7.00
2	48.00 EA	450 030 00665 BULBS, LIGHT VARIOUS LAMPS FLUORESCENT 48" 40WATT F40WRS EW WARM WHITE	1.060	50.88
3	12.00 EA	450 030 00665 BULBS, LIGHT VARIOUS 40 WATT U6 WARM WHITE FLUORESCENT P/N FB40/WW/6/EWII	3.590	43.08
4	25.00 EA	450 030 00665 BULBS, LIGHT VARIOUS 75 WHITE PAR 30 P/N 75PAR30L/HAL/FL40	2.440	61.00
5	5.00 EA	450 030 00665 BULBS, LIGHT VARIOUS 175 METAL HALIDE LAMPS P/N MH70/U/M	14.530	72.65
6	24.00 EA	450 030 00665 BULBS, LIGHT VARIOUS 70 WATT METAL HALIDE P/N MH70/U/M	14.750	354.00

THIS VOUCHER WILL NOT BE PROCESSED FOR PAYMENT IF ALTERED OR DEFACED

RETURN THIS VOUCHER FOR PAYMENT

All Prices F.O.B. Destination Unless Otherwise Specified Invoices and Delivery Slips Must Be Attached to This Voucher

SEE REVERSE SIDE FOR INSTRUCTIONS

FOR COUNTY USE ONLY

I hereby certify that each of the items of this order was necessary for the purpose of this Department; that each item has been received and that its quality is as ordered; that the work specified has been properly done; that each price charged is correct; that no price is higher than the prevailing price as far as I can ascertain, or more than the contract price, and that the expenditure is within the scope of the authority of this office.

Department Head _____ Date _____
The articles were received or the services were performed as stated above. Approved as to cost.

Signature _____ Purchasing Agent, _____

Examined as to items, extensions and totals, and found correct.

Comptroller's Office

ORDERED BY [Signature]
MIDDLESEX COUNTY PURCHASING AGENT

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and the amount charged is a reasonable one.

Signature Here _____

Official Position _____

Date _____

So. Sec. # or Fed. ID# _____

EXHIBIT B

