

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NJ**

**RESOLUTION 2025-19**

**AUTHORIZING THE WAIVER OF THE SIGNATURE REQUIREMENT ON  
PURCHASE ORDERS FOR CERTAIN VENDORS**

**WHEREAS**, N.J.A.C. 5:30-9A.6 and 5:31-4.1 allows for greater flexibility for local units when implementing the claimant requirement set forth in N.J.S.A. 40A:5-16(a); and

**WHEREAS**, a local unit is now given discretion to require a claimant certification as it deems necessary and appropriate; and

**WHEREAS**, the requirement for a claimant's signature on all purchase orders is time consuming and payments are not made without a valid invoice and certification from the departments that the goods or services have been received; and

**WHEREAS**, the Chief Financial Officer of the Township of Stillwater recommends that a claimant signature only be required for Refunds, Advance Payments, Employee Reimbursements, and for all Construction Related Work; and

**WHEREAS**, the Chief Financial Officer recommends the adoption of this Claimant Signature policy;

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of Stillwater Township that, effective immediately, claimant's signatures will only be required for Refunds, Advance Payments, Employee Reimbursements, and for all Construction Related Work.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC  
Township Clerk