MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
400 EAST MAIN STREET
DENVILLE NJ 07834
PHONE: 973-627-4600

PAYMENT OF BILLS

The Morris County Vocational School District Board of Education approves payment of all bills at the regularly scheduled monthly meeting. In order for payment to be made, vendor invoices, signed receiving copies of purchase orders, signed Board of Education vouchers, and other requests for payment must be submitted to the Business Office on or before the scheduled dates listed below.

Payment Request Due in Business Office	Check Issued
Wednesday November 25, 2026	Wednesday December 9, 2026
Monday December 28, 2026	Wednesday January 13, 2027
Wednesday January 27, 2027	Wednesday February 10, 2027
Wednesday February 17, 2027	Wednesday March 3, 2027
Wednesday March 31, 2027	Wednesday April 14, 2027
Friday April 30, 2027	Wednesday May 12, 2027
Wednesday May 26, 2027	Wednesday June 9, 2027

Please note that according to New Jersey State Laws pertaining to the payment of bills (N.J.S.A. 18A:19 thru 19-4), all Government Agencies, including school districts, must comply with the following:

1. No bill or invoice shall be paid until the Business Office has:
    a. Attached the receiving copy (pink) of the purchase order indicating that the order has been completely filled.
    b. Verified all extensions and additions.
    c. Verified that the voucher copy (yellow) for all amounts of $7,950.00 or more has been properly executed.
    d. Compared prices and costs with the original purchase order.
    e. Verified that no taxes are included in the total cost.
    f. Deducted all applicable discounts.
    g. Received NJ Business Registration Certificate for any business providing goods or services of $7,950.00 or more in aggregate during the year. (N.J.S.A. 52:34-44)
    h. Received Political Contribution Disclosure form for any business providing goods or services in excess of $17,500.00 in aggregate during the year. (N.J.S.A. 52:34-25)
    i. Received Affirmation Action Compliance forms for any business providing goods or services in excess of $17,500.00 in aggregate during the year. (N.J.S.A. 10:5-31 et. Seq., N.J.A.C. 17:27)

2. Partial Payments will not be made unless approved in advance by the Business Administrator.

3. The Morris County Vocational School District Board of Education will not be responsible for a bill resulting from a vendor accepting an order from a Board of Education employee without a coded purchase order signed by the Business Administrator/Board Secretary. This type of order (confirming order) becomes the responsibility of the vendor and the person who placed the order.

Please refer all questions concerning this schedule to the Business Office at 973-627-4600.

Michael Davison
Business Administrator/Board Secretary