

Purchasing Agent (PA), Qualified Purchasing Agent (QPA), Temporary Purchasing Agent, N.J.S.A. 40A:11-9(g)

Pursuant to N.J.S.A. 40A:11-9, local contracting units may designate a person who possesses a Qualified Purchasing Agent (QPA) certificate as Purchasing Agent (PA). Pursuant to N.J.S.A. 40A:11-9(g), upon the vacancy of the PA's office by a QPA, a non-certified Temporary PA may be appointed for one year from the date of the vacancy. With approval of the Director of the Division of Local Government Services (DLGS), the Temporary PA may be appointed for one additional year. If approval is being sought for a second year term of a Temporary PA, please complete the following questionnaire and attach it to the letter requesting same. Also, please include any additional explanations, where applicable, in a separate attachment. Finally, please sign and date at the bottom attesting to your answers. Applications may be mailed to the attention of the Director, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803. Approvals will not be granted without the filing of this questionnaire with the letter requesting approval for the reappointment.

Name of Local Contracting Unit: _____

Name of Temporary PA (please print): _____

Date of Vacancy: _____

1 Are you actively seeking certification as a QPA? That is, are you currently enrolled in the public procurement classes administered by the Rutgers University Center for Government Services, and are you planning to apply for admission to the QPA certification exam administered by the Division, or will you otherwise qualify for the QPA certification in the future (for instance, as a School Board Administrator)?

Yes _____ No _____ If you checked no, please explain on a separate sheet and attach.

2. As a condition of your being hired, did the local contracting unit perform a background check that included any pending criminal or civil matters, and a credit check?

Yes _____ No _____ Unknown _____

3. Are there any repeat comments on the most recent Annual Audit of the local contracting unit that are attributable to the PA's office which must still be corrected?

Yes _____ No _____ If you checked yes, please explain on a separate sheet and attach.

4. Are there any complaints against the PA's office from a member of the public or other persons that would be considered serious, i.e., that might involve possible litigation against the local contracting unit?

Yes _____ No _____ If you checked yes, please explain on a separate sheet and attach.

5. Is there any other information that the Division should consider in its review of the request for your reappointment as Temporary PA?

Yes _____ No _____ If you checked yes, please explain on a separate sheet and attach.

I attest that the answers contained in this questionnaire are true to the best of my knowledge.

Signature: _____ Date: _____