

N.J.A.C. 5:34 – Appendix C

N.J. DIVISION OF LOCAL GOVERNMENT SERVICES SUBMISSION CHECKLIST

Use of the General Services Administration's Federal Supply Schedules  
N.J.S.A. 40A:11-12b and N.J.S.A. 18A:18A-10b

CONTRACTING UNIT'S NAME: \_\_\_\_\_ COUNTY: \_\_\_\_\_

ITEM PURCHASED: \_\_\_\_\_ DATE: \_\_\_\_\_

The Local Public Contracts Law at N.J.S.A. 40A:11-12(b) and the Public School Contracts Law at N.J.S.A. 18A:18A-10(b) require information on this particular type of purchasing transaction(s) to be filed with the Director of the Division of Purchase and Property. The rule, N.J.A.C. 5:34-9.7, codifies and supplements the requirements of the provisions of law. The rule requires documentation to be submitted to the Director within five (5) working days of the award of any such contract under the General Services Administration's Federal Supply Schedules or schedules from other Federal procurement programs pursuant to N.J.S.A. 40A:11-12(b) or 18A:18A-10(b). The following documentation is submitted:

DOCUMENTATION	INCLUDED WITH SUBMISSION
1. Copy of the purchase order with the reference <u>N.J.A.C. 5:34-9.7</u> included;	YES ( ) NO ( )
2. Copy of the requisition or request for purchase order (if applicable);	YES ( ) NO ( )
3. Documentation identifying the price of goods or services under the General Services Administration's Federal Supply Schedules or schedules from other Federal procurement programs pursuant to <u>N.J.S.A. 40A:11-12.b</u> or <u>18A:18A-10.b</u> .	YES ( ) NO ( )

OTHER COMMENTS: Please use a separate sheet of paper and attach to Checklist.

FORM SUBMITTED BY:

\_\_\_\_\_  
(Please Print Name) (Title)

\_\_\_\_\_  
(Telephone or E-mail) (Date)

Please return this form with all the required documentation to the Division of Purchase and Property, Attn: Co-op Liaison, PO Box 230, Trenton, New Jersey 08625-0230.