



KATRINA T. MCCOMBS  
STATEDISTRICTSUPERINTENDENT

**CAMDEN CITY SCHOOL DISTRICT**  
1033 CAMBRIDGE STREET, CAMDEN, NEW JERSEY 08105  
856-966-2000 • [www.camden.k12.nj.us](http://www.camden.k12.nj.us)

To: All Vendors  
From: Business Office  
**Re: \*\*\*SY 2022-2023 Instructions for Payment and Deliveries\*\***

Thank you for your continued support and doing business with Camden City School District. All vendors who **anticipate coming on site**, must have completed **a criminal background certification, and provide a list of those individuals before payment can be made.**

Enclosed with this letter, please find the approved Purchase Order for goods or services approved by the Purchasing Agent and School Business Administrator. You will find a Claimant Certification on this purchase order, which must be signed and sent to [payables@camden.k12.nj.us](mailto:payables@camden.k12.nj.us).

The Camden City School District School District (CCSD) **only** recognizes purchases made through the **approved purchase order process.**

Please **do not** honor or accept any requests for goods or services unless the request includes an approved written purchase order with an authorized signature and an assigned purchase order number.

Please alert Purchasing ([purchasing@camden.k12.nj.us](mailto:purchasing@camden.k12.nj.us)) **if any CCSD employee or staff attempts to place an order without an authorized purchase order.** Once a purchase order is received, do not permit any employee to add items to the order or attempt to exchange items to the order.

**The Camden City Public Schools will not be held responsible for any unauthorized orders, purchases, or payments.**

**Please follow the following procedures in order to receive payment:**

Please sign, email copy of the signed Claimants Certification and invoices to [payables@camden.k12.nj.us](mailto:payables@camden.k12.nj.us)

**PAYMENTS**

Every effort will be made to finalize and process payments upon receipt of all documents listed below and after approval in on our monthly board of education meeting.

- **Signed claimant’s certification**
- **Approved invoice with the specifications listed below**
- **Receiver’s verification (owner/requester of good or services)**

Payment will be made upon receipt of all required documents: per written/contracted agreement; or as mandated by **N.J.S.A.18A:18A-40.1**. All payments submitted and processed prior to the monthly bill list deadline must be approved at regularly scheduled monthly Board Meetings (4<sup>th</sup> Tuesday of every month). Payments may be delayed if there is a change in the regular monthly scheduled Board meeting date.

**INVOICES** –Email to [payables@camden.k12.nj.us](mailto:payables@camden.k12.nj.us) , and submitted within 30 days of service

- The invoice must include the full name and address of the company, invoice number to be paid, full detail of goods/services ( date and description)
- The invoice must include the purchase order number from the Camden City School District.
- Checks will be distributed 5-7 business days after the bill list has been approved at the regularly scheduled Board Meeting.

**Certified Payroll Reports** Reference purchase order and project description on all certified payroll reports

Thank you for your business, and cooperation,

Raymond Coxe, School District Business Administrator/Board Secretary



Camden Public Schools



@CamdenSchools



CCSD-TV