



KATRINA T. MCCOMBS  
STATEDISTRICTSUPERINTENDENT

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

## **SY 2023-2024 INSTRUCTIONS FOR PURCHASING AND PROMPT PAYMENT**

The Camden City School District School District (CCSD) **ONLY** recognizes purchases made through an **approved purchase order (PO)**. Contact the Purchasing Agent or the School Business Administrator if an order is attempted without a PO or changes are requested to an approved PO.

### **RECEIVE PROMPT PAYMENT AND AVOID DELAYS:**

All payment related documents listed below and/or any questions regarding payment should be emailed to [payables@camden.k12.nj.us](mailto:payables@camden.k12.nj.us).

### **Required Documents for Payment:**

- ❖ Receiver's verification (CCSD employee should submit as soon as service/products are received).
- ❖ Signed Vendor's Claimant's Certification & Declaration part of our PO (Vendors submit with Invoice).
- ❖ Invoice Clearly outline the goods provided or services rendered with the date(s) the services were rendered. Please email your invoice with proof of delivery for goods provided. Your invoice should include the following information:
  - Invoice # to reference for payment. A different invoice number should be use for each invoice.
  - The full name and address of your company along with the remit to address.
  - The Purchase Order Number provided by CCSD.

**Payments:** Camden City School District has net 60 terms. **Checks will be distributed within 3-7 business days after board approval:** All payments submitted and processed prior to the monthly bill list deadline (5<sup>th</sup> of every month) must be approved at regularly scheduled monthly Board Meetings. Board meeting dates are subject to change, please visit our CCSD website for board meeting dates at <https://camdencityschools.org/about/advisory-board/board-meeting-calendar/>.

### **Additional Items Needed for Payment:**

- ❖ Public Works Contracts: PO \$2K and Higher: Certified Payroll Reports Reference PO # and Title of Project.
- ❖ Full BID bond documentation: Advertised contracts where applicable.
- ❖ Criminal Background Check Documentation: Vendors who plan to have regular contact with students.

Thank you for your interest in doing business with Camden City School District. We look forward to a continued positive working relationship.

Denise Kinney, Business Administrator

Raymond Coxe,/Board Secretary

Maureen Schanne, Purchasing Agent/Senior  
Procurement Manager

Aida Bosque, Manager of Payables