

**2016 PROMPT PAYMENT "TOWNSHIP OF WYCKOFF"**

**COMPLETE VOUCHER" DUE DATE LIST**

EFFECTIVE SEPT. 1, 2006 GOVERNOR CORZINE SIGNED THE PROMPT PAYMENT LAW P.L. 2006 C. 96 STATING THAT CONSTRUCTION SERVICES BE PAID ON A TIMELY, ESTABLISHED SCHEDULE

SCHEDULE FOR TOWNSHIP COMMITTEE MEETINGS INCLUDING DATES IN WHICH "TOWNSHIP OF WYCKOFF COMPLETE VOUCHER PAYMENTS" DUE FOR PAYMENT TOWNSHIP OF WYCKOFF COMPLETE VOUCHER DUE DATE:

<b><u>PAYMENT AUTHORIZATION DATE:</u></b>	<b><u>DUE DATE TO THE ACCOUNTS PAYABLE CLERK BY NOON:</u></b>
Tuesday, January 12, 2016	Wednesday, January 6, 2016
Tuesday, February 2, 2016	Wednesday, January 27, 2016
**** Tuesday, February 16, 2016	Tuesday, February 9, 2016
Tuesday, March 1, 2016	Wednesday, February 24, 2016
Tuesday, March 15, 2016	Wednesday, March 9, 2016
Tuesday, April 5, 2016	Wednesday, March 30, 2016
Tuesday, April 19, 2016	Wednesday, April 13, 2016
Tuesday, May 3, 2016	Wednesday, April 27, 2016
Tuesday, May 17, 2016	Wednesday, May 11, 2016
**** Monday, June 6, 2016	Tuesday, May 31, 2016
**** Tuesday, June 21, 2016	Wednesday, June 15, 2016
**** Tuesday, July 5, 2016	Tuesday, June 28, 2016
Tuesday, July 19, 2016	Wednesday, July 13, 2016
Tuesday, August 2, 2016	Wednesday, July 27, 2016
Tuesday, August 16, 2016	Wednesday, August 10, 2015
**** Tuesday, September 6, 2016	Tuesday, August 30, 2016
Tuesday, September 20, 2016	Wednesday, September 14, 2016
Tuesday, October 4, 2016	Wednesday, September 28, 2016
Tuesday, October 25, 2016	Wednesday, October 19, 2016
Tuesday, November 1, 2016	Wednesday, October 26, 2016
**** Monday, November 14, 2016	Tuesday, November 8, 2016
Tuesday, December 6, 2016	Wednesday, November 30, 2016
Tuesday, December 20, 2016	Wednesday, December 14, 2016

**PLEASE NOTE DUE DATES**

THE TOWNSHIP OF WYCKOFF UTILIZED THE **ALTERNATE METHOD** FOR PAYMENT OF CLAIMS IN ACCORDANCE WITH THE PROMPT PAYMENT LAW.

- A. **"TOWNSHIP OF WYCKOFF COMPLETE VOUCHER"** IS DEFINED AS THE TOWNSHIP'S VOUCHER PORTION OF ITS PURCHASE ORDER SIGNED BY THE CONTRACTOR WITH ATTACHED, DETAILED INFORMATION TO CLEARLY LIST UNIT PRICES AND THE NUMBER OF UNIT(S) PROVIDED, SERVICES PROVIDED, PERCENTAGE OF COMPLETION OF THE TOTAL CONTRACT AND PREVAILING WAGE PAYROLL COMPLIANCE REPORT (Where Applicable)
- B. **"BILLING DATE STARTS"** THE DATE A TOWNSHIP OF WYCKOFF COMPLETE VOUCHER IS SUBMITTED TO THE ACCOUNTS PAYABLE CLERK IN THE TAX OFFICE OF WYCKOFF TOWN HALL. THIS BILLING DATE SHALL BE USED FOR PERIODIC PAYMENTS, FINAL PAYMENT AND RETAINAGE MONIES.
- C. **"THE PAYMENT CYCLE"** IS THE ATTACHED LIST OF DATES THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WYCKOFF WILL CONSIDER CLAIMS FOR PAYMENT. PAYMENT SHALL BE MAILED TO THE CONTRACTOR NO LATER THAN FIVE (5) DAYS AFTER THE TOWNSHIP COMMITTEE APPROVES PAYMENT.

\*\*\*\*(Monday/meeting or Holiday Weekend)