

RANDOLPH TOWNSHIP
PARKS, RECREATION and COMMUNITY SERVICES

**UMPIRE AND REFEREE
PAYMENT PROCESSING INFORMATION**

1. Anyone who umpires/referees and has not worked for the township prior, must submit a copy of their social security card. The coordinator for the umpires/referees must make sure this is received prior to handing in any vouchers for payment. Payment will not be made until this copy is handed in.
2. Please make sure there is a game verification sheet with the coach's signatures to back up all payments.
3. All referee/umpires must hand in a voucher filled out with name & address, along with their signature in the claimant area.
4. Please make sure all referees/umpires are getting paid the amount that was agreed upon. This has become a major obstacle and **we need to make sure there is consistency.**
5. All paperwork **must** be submitted within **30 days** of season ending. No payments will be processed past this time period, which will result in non payment of your services.
6. If you have any questions please call Sue Seipel at the Recreation department at 973-989-7082 or email Sseipel@randolphnj.org

Thank you

Purchase Order / Voucher

THIS P.O./VOUCHER # MUST APPEAR ON ALL VOUCHERS, CORRESPONDENCE, INVOICE, SHIPMENTS, ETC.

TOWNSHIP OF RANDOLPH
502 MILLBROOK AVENUE

RANDOLPH NJ 07869-3799
973.989.7045
FAX: 973.361.1541
TAX ID:

VOUCHER DATE

CONTRACT NO.

REQ NO.

DEPARTMENT

GENERAL DESCRIPTION / SPECIAL INSTRUCTIONS

ACCOUNT	QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL
01-201-28-370-304			SOCCER REFEREE 2013		
			<u>A LEAGUE GAMES @ \$13 PER GAME</u>		
			<u>B LEAGUE GAMES @ \$11 PER GAME</u>		
			<u>C LEAGUE GAMES @ \$9 PER GAME</u>		
			<u>A LEAGUE PLAYOFF GAMES @ \$15 PER GAME</u>		
			<u>B LEAGUE PLAYOFF GAMES @ \$13 PER GAME</u>		

APPROVAL FOR PURCHASE

X

Township Manager Date

APPROVAL FOR PAYMENT

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures

X

Department Head Date

X

Township Manager Date

CERTIFICATION FOR PAYMENT

CHIEF FINANCIAL OFFICER DATE

VENDOR'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

X

Vendor sign here DATE

PAYMENT RECORD

Date	Check Number	Amount

RANDOLPH TOWNSHIP
2013 SOCCER REFEREE

<u>DATE</u>	<u>LEAGUE</u>	<u>TIME</u>	<u>COACHES SIGNATURE</u>	<u>COACHES SIGNATURE</u>

A LEAGUE TOTAL	
B LEAGUE TOTAL	
C LEAGUE TOTAL	