

# Township of Teaneck Bill List Guide

January 31, 2013  
02:20 PM

TOWNSHIP OF TEANECK  
Purchase Order Listing By P.O. Number

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1 PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
12-03348	12/24/12	MRJOH010 MR. JOHN, INC.	320.00	2-01-28-370-000-230	B RECREATION:Portable Toilets - Parks		R	12/24/12	01/31/13		4562754

**1- PO #:** This is the Purchase Order number. In the Edmunds software, Bill Lists are prepared by purchase order numbers. Check numbers are generated from the Purchase Orders upon the approval of the Bill List by the Township Council.

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**2- PO Date:** This is the date the Purchase Order was created

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		1 November rental Votee Park									

**3 – Vendor:** The name of the vendor being paid

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**4 – Item:** The number of the line item on the Purchase Order (some purchase orders can have 21 line items on the same Purchase Order)

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**5 – Description:** A description of the item being purchased

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**6 – Amount:** The amount of the items purchased. Multiple line items will be tallied at the bottom of the purchase order

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**7 – Charge Account:** The account the item is being charged to

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**8 – Account Type:** The account and specific line item being charged. “B” denotes that the charge is drawn on a budgeted account.

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-00430	01/29/13	STANZ010 STANZIALE CONSTRUCTION	2,000.00	C-04-55-999-238-000	9 C2-00005	C B ORD 4238: 2011 ROAD RESURFACE	R	07/24/12	01/29/13		VO#4 BALANCE

**9 – Contract:** Used to indicate that a vendor is being through a contract

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**10 – Description:** The description of the account and the specific line item being charged

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**11 – P.O. Type:** “C” indicates that the Purchase Order is to pay off of a “contract”. If a Purchase Order does not pay off of a contract, the box is left blank.

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**12 – Status:** All items on the Bill List will have a “R” under this column indicating the items being purchased have been “Received”

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**13 – First Encumbrance Date:** This is the date that said items on the Bill List were encumbered. An item is encumbered once a requisition has been prepared and approved for the items. A Purchase Order is generated from the approved requisition. The purchase orders are listed on the Bill List for council approval before payment.

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PO # Item Description	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
12-03348 1 November rental Votee Park	12/24/12	MRJOH010 MR. JOHN, INC.	320.00	2-01-28-370-000-230	B RECREATION:Portable Toilets - Parks		R	12/24/12	01/31/13		4562754

**14 – Received Date:** Date that Finance Office has approved the Purchase Order for placement on the Bill List for payment

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**15 – Check/Void Date:** This section is not applicable to our Bill List system

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**16 – Invoice:** This number coincides with the vendor's unique invoice number