

INVOICE
BOROUGH OF HARVEY CEDARS
7606 LONG BEACH BOULEVARD
P. O. BOX 3185
HARVEY CEDARS, NJ 08008
(609)361-6000 x 108

BILL TO: _____

DATE

Nature of Duties: _____

Location of Duties: _____

Date(s) of Service: _____

Proof of Insurance Submitted? _____

Estimated Hours of Service: _____ * \$80.00 per hour (Minimum of 4 hours - \$320)

TOTAL DUE \$ _____

Pursuant to Section 2-5 of the Borough Code, except in the case of public or quasi-public agencies, the payment of one hundred percent (100%) of the estimated amount is due for the assignment of off-duty officers in advance of providing such officer or officers.

Each person/entity shall be responsible for maintaining insurance coverage. Said insurance coverage shall include but not be limited to general liability and automobile liability, and shall name the Borough of Harvey Cedars as an additional insured. In addition, such policy shall provide for a minimum coverage of one million dollars (\$1,000,000) for any one claim or two million dollars (\$2,000,000) for any aggregate claims. Proof of said insurance coverage shall be provided to the Borough of Harvey Cedars prior to the assignment of any off-duty police officers. The person or entity shall provide for the aforementioned for any and all officers, vehicles and/or equipment that are utilized in the off-duty assignment.

If the assignment exceeds the above estimate, the Borough's Chief Financial Officer shall issue an invoice for any balance due. Payments due shall be made within ten (10) days of receipt of the invoice from the Borough.

Company

Date

Police Chief

Date

Borough Clerk

Date

Payment Received _____

Distribution: Payroll _____
 File _____

Employee(s): _____
