



OFFICE OF PURCHASING

IMPORTANT

Business Registration Requirement effective September 1, 2004

In accordance with public purchasing laws, **the College cannot issue a Purchase Order, nor can any payments be processed to vendors, if a valid Business Registration Certificate (BRC) is not provided.**

RE: Business Registration Certificate (BRC)

Notice to Vendor

In accordance with provisions of P.L. 2004C.57, N.J.S.A. 52:32-44, any business entering into a contract (i.e. Purchase Order, Blanket Purchase Order, Fair and Open Bid, etc.) with a local contracting agency is required to be registered with the New Jersey Division of Revenue and must provide proof of a Business Registration Certificate (BRC).

Ocean County College is required to obtain, and maintain record of, BRCs from all vendors with **contracts exceeding \$5,250.00**. The mandatory collection and record-keeping of this information promotes transparency in the process of awarding public contracts.

- If you are a registered vendor, please furnish a copy. You may obtain a certificate online by accessing the following link:
https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp
- If you are not registered, you will need to complete FORM NJ-REG.

For more information on how to obtain a certificate, visit:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>

or by calling NJ State Treasury Department at (609) 292-9292.

(web site revised 07/30/2014)