

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE & PROPERTY
CONTRACT COMPLIANCE AUDIT UNIT
EEO MONITORING PROGRAM**

**ATTENTION ALL GOODS, PROFESSIONAL SERVICES AND
GENERAL SERVICE VENDORS**

For your convenience, all goods, professional services and general service vendors now have 2 options in filing the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program AA302, Employee Information Report Renewal and Vendor Activity Summary Report forms. As always, you may complete the form manually and mail it to this Division, or you may input your employment data directly onto the AA302 and Vendor Activity Summary Report located on our website. To access the Division's website, simply follow these steps:

1. Type www.state.nj.us/treasury/contract_compliance/
2. Select the "Premier Business Service Online Forms Account Instructions" link.
3. Please follow all the instructions to set up online access to the New Web Application.
4. Once your Renewal Forms have been completed online, please mail your Certificate fee with a check in the amount of \$150.00 payable to "The Treasurer, State of New Jersey" to:

NJ Department of the Treasury
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
PO Box 206
Trenton, New Jersey 08625-0206