



Public Schools of Edison Township

312 PIERSON AVENUE * EDISON, NEW JERSEY 08837
TELEPHONE (732) 452-4900 FAX (732) 452-4993

OFFICIAL VENDOR NOTIFICATION

AUTHORIZED PURCHASES

The Edison Township Board of Education only recognizes purchases made through the approved purchase order process. All purchases made by the District require the following before services has begun or goods have been ordered:

- Written Official Purchase Order with a Purchase Order Number and
- Authorized Signature (School Business Administrator)

UNAUTHORIZED PURCHASES

School district administrators, employees and board of education members are not permitted to contract with vendors on behalf of the district.

Any Board employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

VENDOR'S RESPONSIBILITY

- **Official Purchase Order**

Vendors are not to honor or accept any requests to provide goods or services, unless the vendor receives an official written purchase order with a purchase order number which is signed by the School Business Administrator. NOTE: A requisition is not a purchase order.

- **Authorized Signature**

The Edison Township Board of Education will only recognize purchase orders signed by the School Business Administrator.

- **Contact the Business Office!**

If any Board employee attempts to place an order without providing an authorized purchase order, please alert.

Daryann Raymond

Purchasing Agent

Daryann.raymond@edison.k12.nj.us

Phone (732) 452-4934

You will NOT Get Paid!

The Board of Education will not be held responsible for any unauthorized orders or unauthorized purchases.

Nothing Less Than Excellence

VENDOR RELATIONS

SOLICITATION/RECEIPT OF GIFTS – PROHIBITED

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Board of Education or anyone proposing to do business with the Board.

VENDOR RESPONSIBILITY--OFFER OF GIFTS, GRATUITIES -- PROHIBITED

Any vendor doing business or proposing to do business with the Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Board of Education or to any member of the official's or employee's immediate family.

VENDOR INFLUENCE -- PROHIBITED

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

VENDOR CERTIFICATION

Vendors or potential vendors will be asked to certify that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education.

CONTRIBUTIONS TO BOARD OF EDUCATION MEMBERS

AWARD OF CONTRACT – REPORTABLE CONTRIBUTIONS – N.J.A.C. 6A:23A-6.3(A) (1)

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c83 (codified as N.J.S.A. 19:44A-1 et seq.) to a member of the board of education during the preceding one year period.”

CONTRIBUTIONS DURING TERM OF CONTRACT – PROHIBITED – N.J.A.C. 6A:23A-6.3(A) (2) (3)

“Contributions reportable by the recipient under P.L. 1973, c83 (codified as N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.”

“When a business entity referred in (a) (2) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.”