



Deborah Donnelly
School Business Administrator/Board Secretary
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Date: July 30, 2024

To: All Employees

Subject: Unauthorized Purchases and Compliance with New Jersey School Public Contracts Law

This letter serves as an important reminder regarding our policies on purchases and expenditures, specifically in the context of the New Jersey School Public Contracts Law. This communication aims to clarify the legal framework and district sanctions related to such violations to ensure compliance and avoid potential repercussions.

1. Unauthorized Purchases:

Definition: Unauthorized purchases refer to any transactions made without the necessary approvals or outside the established procedures of our district's purchasing policies. This includes expenditures made using petty cash, or other district funds without proper authorization.

2. New Jersey School Public Contracts Law:

The New Jersey School Public Contracts Law (N.J.S.A. 18A:18A-1 et seq.) governs how public school districts manage contracts and expenditures. Key provisions include:

- **Competitive Bidding:** For most purchases exceeding \$44,000, competitive bidding is required to ensure fairness and transparency.
- **Quotes:** Most purchases below \$44,000 require multiple quotes to support the purchase.
- **Authorization:** All purchases must be authorized on a Purchase Order by the Qualifying Purchasing Agent (QPA) (Deborah Donnelly).
- **Prohibition of Unauthorized Purchases:** Any expenditure made without adherence to these legal requirements is considered non-compliant and could lead to disciplinary actions.

3. Violations:

Please see the district Purchasing Manual on our website (Staff Links – Business Office):
Corrective Action for Non-compliance

4. Reporting and Compliance:

- If you become aware of any unauthorized purchases or have concerns about compliance with district procurement policies, please report these issues immediately to the Business Office.
- We encourage all employees to review and familiarize themselves with our procurement policies, which are outlined in our Purchasing Manual, to ensure adherence and avoid potential issues.

Maintaining compliance with New Jersey School Public Contracts Law is essential for the integrity of our district's financial operations. Your cooperation in following these guidelines is crucial for upholding our commitment to transparency and accountability.

Thank you for your attention to this important matter. Should you have any questions or require additional information, please feel free to contact me directly.

Sincerely,

A handwritten signature in blue ink that reads "Deborah Donnelly".

Debbie Donnelly
School Business Administrator