



THE EWING PUBLIC SCHOOLS

BUSINESS OFFICE

Dennis J. Nettleton, CPA, RSBA, SFO Ext. 1302
School Business Administrator/Board Secretary
djn@ewingboe.org

DISTRICT ADMINISTRATIVE OFFICES
2099 Pennington Road, Ewing, NJ 08618
Phone: (609) 538-9800 Fax: (609) 538-0041
www.ewing.k12.nj.us

TO: **ALL POTENTIAL VENDORS OF GOODS AND/OR SERVICES**

FROM: Dennis J. Nettleton, CPA, RSBA, SFO, School Business Administrator/Board Secretary

RE: **Unauthorized Orders**

DATE: February 2022

Unauthorized Orders

The Ewing Township Board of Education only recognizes purchases made through the approved purchase order process. All purchases are made by an approved purchase order with an authorized signature and a purchase order number. Please do not honor or accept any requests for goods or services unless the request is made through the approved purchase order process with the signature of the District's Purchasing Agent. The Ewing Township Board of Education, through Board Resolution, has designated that Mr. Dennis J. Nettleton, CPA, RSBA, SFO act as the school district's purchasing agent.

Please alert Mrs. Heidi Caruso immediately at (609) 538-9800, Ext. 1303 or hcaruso@ewingboe.org if any Board employee attempts to place an order without an authorized purchase order.

Once a purchase order is received, do not permit any employee to add items or change the terms of the order. The Ewing Board of Education will not be held responsible for any unauthorized orders or purchases. Unauthorized orders will be subject to **NON-PAYMENT**.

Respectfully,

Dennis J. Nettleton, CPA, RSBA, SFO
School Business Administrator/
Board Secretary

The Ewing Public Schools

Providing a Foundation for Life