

ETHICS IN PURCHASING

Statement to Vendors

School District Responsibility

Recommendation of Purchases

It is the desire of the Pennsauken Township Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et.seq.

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 Pennsauken Township Board of Education or anyone proposing to do business with the Pennsauken Township Public School District.

Vendor Responsibility

Offer of Gifts, Gratuities -- Prohibited

Any vendor doing business or proposing to do business with the Pennsauken Township Public School District, 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 Pennsauken Township Public School District 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 Pennsauken Township Public School District, 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 Pennsauken Township 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 Pennsauken Township Board of Education.

John Ogunkanmi
Business Administrator
Board Secretary

PENNSAUKEN TOWNSHIP BOARD OF EDUCATION
BUSINESS OFFICE
1695 Hylton Road
Pennsauken, New Jersey 08110

TO: All Vendors

<u>UNAUTHORIZED ORDERS</u>

Official Notification

Authorized Purchases

The Pennsauken Township Board of Education only recognizes purchases made through the approved purchase order process. All purchases require a:

Written Purchase Order with authorized signatures and a Purchase Order Number.

Unauthorized Purchases

Any Board of Education 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.

Vendors' Responsibility

- **Do NOT Honor Requests!**

Vendors are not to honor or accept any requests for goods or services unless the vendor receives a **written purchase order** with **authorized signatures** and a **purchase order number**.

- **Contact the Business Office!**

Please alert Noreen W. Boston, Business Administrator at 856-662-8505 if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

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

Authorized Signatures

The Pennsauken Township Board of Education will only recognize purchase orders signed by:

John Ogunkanmi
Business Administrator
Board Secretary