

PURCHASING MANUAL

2015-2016

East Orange Board of Education
East Orange, New Jersey

www.eastorange.k12.nj.us

Board Members

Bergson Leneus, President
Mustafa A. Brent, Vice President
Cameron B. Jones, Sr.
Joy B. Tolliver, Esq.
Terry Swanson Tucker
Jenabu C. Williams, MPA
Arthur L. Wright

Dr. Gloria C. Scott, Superintendent of Schools
Mr. Victor R. Demming, Board Secretary/School Business Administrator
Mr. Craig Smith, Acting Assistant School Business Administrator
Ms. Racquel C. Ferguson, Acting Purchasing Agent



Table of Contents

Acknowledgements	3
Introduction	4
Definitions	5-6
I. PURCHASE ORDER PROCESS	7
II. REQUISITION PROCEDURE	
Responsibilities of the Initiator/Data Entry Person for Requisitions	7-10
Responsibilities of the Account Manager (Originator) for Requisition	10
Responsibilities of the Division of Business Services	11
Responsibilities of the Superintendent of Schools	11
III. PURCHASE ORDER PROCEDURE	
Receiving Copy of Purchase Order	11
Responsibility of Vendor	11
Purchase Order Cut Off Date	11-12
IV. RECEIVING MATERIALS SUPPLIES AND GOODS	
Receiving Items Ordered	12
Processing Complete/Partial Orders	12
Damaged or Wrong Item	12-13
Discontinued Item	13
Tagging Procedure	13-14
Duplicate Order	14
V. QUOTATIONS AND QUOTATION PROCEDURES	
Quotations	14
Quotation Process	14
VI. BIDS AND BIDDING	
Bidding	14
Bid Limits	14-15
Annual Bids	15
Exceptions to the Bid Limit	15-16
State Contracted Purchasing/Responsibility of Account Manager (Principal)	16
Professional Services/Consultants	17
Contracts	18
Emergency Purchases	19
Cooperative Purchasing	19
VII. BUDGET ACCOUNT NUMBER CODING	19
VIII. SUPPLIES VS. EQUIPMENT	
Criteria for Distinguishing Supply and Equipment Items	19
Supplies and Equipment	19
Disadvantages of a Supply and Equipment List	20
Equipment Items	20
Supply Items	20
IX. SPECIAL CIRCUMSTANCES	
Business Registration Certification	21
Federal Grant Program Purchases	21
Purchasing Goods and Services – Sole Source Vendors	22
Consultants Information	23
Vehicle Maintenance Repair	23
Educational Technology	24
APPENDICES	25

ACKNOWLEDGEMENTS

BOARD MEMBERS

Bergson Leneus, President
Mustafa A.Brent, Vice President
Cameron B. Jones, Sr.
Joy B. Tolliver, Esq.
Terry Swanson Tucker
Jenabu C. Williams, MPA
Arthur L. Wright

ADMINISTRATION

Dr. Gloria C. Scott, Superintendent of Schools
Dr. Deborah Harvest, Assistant Superintendent
Dr. Gayle Griffin, Asst. Superintendent, Curriculum Services
Victor R. Demming, Board Secretary/School Business Administrator
Marissa McKenzie, Manager of Personnel

DIVISION OF BUSINESS SERVICES

Craig Smith, Acting Assistant S.B.A.
Racquel C. Ferguson, Acting Purchasing Agent

INTRODUCTION

The purpose of this manual is to assist all Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contract Laws (N.J.S.A. 18A:18A)
 - Board of Education Policy (3324.1)

Please review this manual with department heads, teachers, secretaries and others who are involved in the purchasing process. It is imperative that everyone adheres to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to call the Purchasing Office, 973-266-5742

As a user of the East Orange School District purchasing system, *THE KEY TO ENDING YOUR FRUSTRATION IS PLANNING*. **Give yourself enough lead-time between creating a purchase order requisition and the actual date materials or services are needed.**

Think in terms of the whole year, are you going to require more of these items or services this year? If so, you might need to quote or bid now. Don't risk being delayed later. Plan ahead. Throughout the manual you will see hints. These are suggestions we feel will help you streamline the process.

DEFINITIONS

Account Manager	The person responsible for generating and signing the purchase order requisitions.
ALIO	The financial processing system used by the East Orange School District
Annual Bid List	Bids that occur every year.
Aggregate	The adding up of purchases from all locations as one account.
Back Orders	Items that are not available presently but will be shipped later.
Bid	Legally advertised request for vendors to submit proposed costs for goods, materials, services or work as specified in a legal newspaper by the board which are not exceptions to the requirements for advertising as listed in N.J.S.A. 18A:18A-5.
BRC	Business Registration Certificate issued by NJ Dept. of the Treasury
Certificate of Notice	Legal document issued by the State Department verifying award of a state contract for goods or services. State contract vendors are available on the District's purchasing system.
Confirming Order	Unauthorized purchase order
E.R.E.S.C.	Essex Regional Educational Services Commission
EUS	Extraordinary Unspecifiable Services
Initiator	Person responsible for entering the requisition order into the computer system.
LEA	Local Education Agency
Notice of Award	A document of proof that a vendor has been awarded a term contract by the State.
Originator	Administrator responsible for the account. Also an account manager.
Partial Order	Not complete because of back order or a service divided into parts, i.e., a yearlong service with 12 equal payments.
Canary Receiving Copy	Canary copy of purchase order that is used by the school/department to notify the Business Office that an order is to be paid either partially/completely.
Price Sheet	List of commodity/service and exact description with unit price and document for each item of a state contract.
Professional Services	A service rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law. Professional services also means services rendered in the performance of work that is original and creative in character in a recognized field of artistic endeavor.

Definitions (continued)

Political Cont. Disclosure	Business entities (contractors) receiving contracts in excess of \$17,500, from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-27) are subject to the provisions of P.L. 2005, c.271, s.2 (N.J.S.A. 19:44-A-20.26).
Purchase Order	(P.O.) An approved BOE contract guarantee to pay
Purchase Order Requisition (P.O.R.)	A form used by a school or a department to make a request to order supplies, materials, equipment, services or food.
Purchasing Agent	The person who is authorized to enter into a contract with another for the Board.
Quotation	A form used to solicit prices when a bid is not required; aggregate below \$40,000 but equal to or greater than \$6,000.
R.F.P.	Request for Proposals
R.F.Q.	Request for Qualifications
Scheduled Field Trip	A trip that has been approved by the Board of Education and was/is part of the original field trip schedule.
Sole Source Vendor	Proprietary, no other supplier (almost nonexistent)
Threshold	The monetary limit for purchases without going to quote, \$6,000 or bid, \$40,000.
Transfer Letter	Form that is used to transfer monies from one GAAP account to another.
Unauthorized Purchase	An order that is made without an approved Board of Education Purchase Order.
Unscheduled Field Trip	Any field trip requested during the year for the first time; not part of the original field trip schedule for bidding.

I. PURCHASE ORDER PROCESS

All actions regarding purchasing are done with three (3) goals in priority order:

1. Follow the law
2. Plan ahead
3. Efficiency and cost savings

All requests for purchases of materials, supplies and services must be made through a signed and approved (Appendix O) purchase order (P.O.). (Appendix P)

Any Board of Education employee who orders and receives goods without going through the proper purchase order process will be held responsible for payment of the order. There must be no unauthorized purchases. Any exceptions must receive prior approval by the Board Secretary / School Business Administrator.

Corrective Action for Non-compliance:

Once the Purchasing Agent has determined the requisition is an unauthorized purchase, a memo will be sent to the responsible administrator advising the administrator of the following:

1. Only the Superintendent can authorize an “unauthorized purchase” to be made into a purchase order. The administrator must meet with the Superintendent to explain the condition of the confirming order.
2. Without the Superintendent’s signature, the requisition **will not** be processed and the employee will become directly responsible for the cost as per Policy #3320.
3. The second time an administrator has an “unauthorized purchase” in the same fiscal year prior to meeting with the Superintendent; the administrator **shall be required** to attend an in-service provided by the Purchasing Agent. This in-service will be at least a ½ hour in length. The administrator will need to provide proof of attendance in order to meet with the Superintendent.
4. If the practice of purchasing goods and services without authorized purchase order(s) continues, adverse personnel actions may result.

Training Sessions

All new school personnel or current employees in new positions involved in the requisition process shall attend an annual training session concerning the proper purchasing procedure. You will be notified of the date. Attendance is mandatory. (Two types of training will be available; full training for new employees and those employees assigned by their administrator, and a refresher training session for all others)

II. REQUISITION PROCEDURE

Responsibilities of the Initiator/Data Entry Person for Requisitions

The person (initiator) who fills out the computerized requisition order has certain responsibilities before the order is sent to the administrator, supervisor, or principal (originator) for approval. The initiator is to ensure the following:

1. **Fund Verification** – Check to determine if funds are available in the budget account to cover the requisition order before inputting the requisition.
2. **Vendor's Address Completed** – The requisition order must include a complete vendor's address. Post office box addresses by themselves are not acceptable unless they are major, well-known companies. When a vendor is included in the Business Office database, the function is automatic.
 - a. If a vendor is not in the system you must submit a new vendor package to the Purchasing Department (see 3 below).
3. **New Vendors** – Complete and file with the Business Office: Vendor Information Request form. This can be found on our website, under the Purchasing tab. The process will take one week. (Appendix A).
4. **Budget Year Determination** – Budget year date of the requisition must match the Requisition year date.
5. **Description of Items, Services, Up-to-date Costs and Catalog Numbers** – Items and/or services requested are to be described clearly and completely with correct and up-to-date catalog numbers, make, model number and costs. Please use latest catalog available.
6. **Freight/Shipping Costs** – All requisition orders must include "shipping and handling costs". Please read the catalog carefully to determine actual shipping costs. If none can be found, contact the company by phone.

[NOTE: All S&H cost must be listed as "freight" charges]

Estimated shipping and handling costs are to be added to all requisition orders when actual costs cannot be determined:

8% - School Supplies, Material
12% - Textbooks

If shipping and handling prices are included in the cost, (such as with state contracts) please type the following phrase on your Requisition Order:

Shipping and Handling Included

7. **Delivery Address/Order Address** – Ship to: Enter school/department location code. **Order Address:** May be different than ship to address. Add name of account manager, if possible. **HINT: Attn: Mr. John Doe**
8. **Total Cost** – Prints automatically. Minimum Order – the minimum for all orders is \$25.00. **HINT:** Try to plan and combine orders to exceed the \$25.00 limit.
9. **Budget Account Number** – Be sure the correct 23-digit GAAP Budget Account Number reflects the type of item being purchased. If not sure, check your Budgeted A/C line or contact your assigned accountant.
10. **State Contract Orders** – When ordering through state contract vendors you must include:

- a. State Contract Number
- b. The phrase, “Shipping and Handling Included”

HINT: Reminder – Minimum order is \$100.00 for all state contract orders. If an order is below this minimum amount, you will have to pay shipping/handling charges on the order.

11. **Inputting Bid Number or State Contract Number** on Purchase Requisition Forms: When inputting the purchase requisition information, immediately after inserting the charge Account (GAAP) Code, tab down to the “Description” area. Please insert the Bid or State Contract number before pressing the “Enter” key and proceeding to input the descriptive data needed on page.
12. **Quotations** – Maintenance Department- 3 quotes must be attached to your requisitions before being sent to the Purchasing Department. Make sure you print out requisition and attach quotes
All other departments – When the quotation threshold \$6,000.00 is met, PLEASE call the Purchasing Agent for instructions. (See quotations section of this manual)
13. **Bids** – If bids are obtained, please type the following on the requisition:
 - a. Bid Date
 - b. Bid Number (Bid items will be verified by the purchasing office.) () Call Purchasing Office to confirm bid date and number.
14. **Transportation** – Transportation questions should be directed to Essex Regional Educational Services Commission 973-405-6262.
 - a. Athletic Transportation (high schools) - E.R.E.S.C. is the government agency vendor providing service.
 1. Each school principal must submit a requisition order to cover the cost of all scheduled transportation requests on a monthly basis.
 2. Follow steps 1 through 9 in Section A above.
 - b. Field Trips
 1. The school liaison to E.R.E.S.C. calls E.R.E.S.C. for a price quote.
 2. After the field trip/conference has been Board approved, a purchase order requisition must be submitted to the Office of Business Administration to cover the cost of the transportation.
Remember the Board Approval Date must be on the requisition.
 3. Purchase orders are due to the E.R.E.S.C. office at least one (1) week prior to the scheduled trip.
 4. Unscheduled field trip requests must be sent to the E.R.E.S.C. at least two (2) weeks before the field trip date. (Use field trip information sheet) (Appendix B) **HINT: Field trips/conferences must be Board approved at least 45 days before the trip.**

c. Mileage

Mileage is paid twice during a school year during January and again in June. Requisitions for estimated mileage costs should be processed for the first part of the school year in September (January reimbursement) and for the second half of the year in February (June reimbursement). Your Requisition must include an approximate number of mileages. (Appendix W)

5. For all travel including professional development, registration for conferences, mileage, hotel reservations all must come out of the travel line account (580) if you do not have that line in your budget, please contact your accountant to set one up.

Responsibilities of the Account Manager (Originator) for Requisitions

The originator must ensure the following steps are complete before the requisition is sent to the Business Office:

1. Signatures
 - a. Check to determine that items 1-13 previously noted under Responsibilities of the Initiator have been properly completed. Use the back of requisition as your checklist. (Appendix C)
 - b. If satisfied with the above items, the requisition must be approved via ALIO so it can be approved by Central Office
HINT: A properly completed requisition order should become a purchase order within one (1) week. If not, get the requisition number and see which queue the requisition is currently in.
 - c. Queue Codes – These are the codes that determine where your requisition is at for approval. Examples of queue codes: **PAP** or **PUR**-Purchasing, **ASUP**-Asst. Superintendent, **SUP**-Superintendent, **MGR**-Business Administrator, **DR**-Disapproved Requisition (**Ref. Appendix AA**)
 - d. The Superintendent must approve all requisitions with prices that are \$1000 and up. The Assistant Superintendent will approve requisitions that are over \$500. See Appendix Z
2. The originator's copy (Department/School Copy) of the requisition remains with the originator.
3. Quotations – When a requisition is the result of a quotation process, three (3) quotes must be attached to the requisition and sent to the Purchasing Dept. If the lowest responsible quotation did not receive the order, a written rationale must be presented.
4. Transfer of Funds – Complete a Budget Transfer Request Form. (Appendix D) This form is reviewed for accuracy and processed for board approval. The Superintendent must approve all transfers.
5. Professional Conferences and Field Trips – The Board approval date must be on the requisition or your requisition may be disapproved because of lack of information.

Responsibilities of the Division of Business Services

The Board Secretary / School Business Administrator and the Purchasing Agent review each requisition. Special attention is given to the following:

1. What is being ordered and the cost – The Purchasing Agent reviews the technical aspects of the requisition to ensure compliance with State Law, Board policy and, when appropriate state contract numbers.
2. The Purchasing Agent checks the cost of each item and determines if the item can be purchased from another vendor at a savings. The Purchasing Agent also reviews whether the requisition exceeds:

The Quote Limit	\$6,000.00
The Bid Limit	\$40,000.00

3. If something is not correct, the requisition is disapproved with a memo of explanation in the notes of the requisition in ALIO (See Appendix E)
4. If the requisition exceeds the bid limit amount of \$40,000.00, a board resolution may be required prior to the approval by Purchasing Agent. (Appendix Q)

Responsibilities of the Superintendent of Schools

1. Upon receipt of a requisition, the Superintendent or the Assistant Superintendent reviews and determines its educational value.
2. The requisition is then approved by the Superintendent and/or Assistant Superintendent and forwarded to the Purchasing Department for processing.

III. PURCHASE ORDER PROCEDURE

Receiving Copy of Purchase Order

Once the Business Office has processed the Purchase Order, the receiving section is sent back to the school or department. When supplies or materials have been received and services have been completed, the administrator/supervisor (originator) must sign the receiving copy and return it to the Business Office as soon as possible. Please check all orders carefully. Orders cannot be paid without the signed receiving copy. The originator's copy should be kept on file within the originating department. Procedures for receiving goods are discussed on page 6.

Responsibility of the Vendor

To receive payment, the vendor signs the voucher and returns to the Business Office with the invoice when the order has been filled and shipped. If you receive an invoice or a signed voucher send it to the Business Office. Vouchers may also be sent prior to shipping. Accounts Payable will hold vouchers until invoices are received.

Purchase Order Cut Off Date

Administrators are to be alerted that each year purchase orders for the present school year will no longer be accepted after the cut-off-date. The Superintendent and School Business Administrator

will determine the actual date. You will be notified in writing each year. Under no circumstances can a purchase order requisition be processed into a P.O. after June 30th of the current fiscal year. Since timing can cause a purchase order requisition to be lost at the end of a fiscal year, it is imperative to follow-up on purchase order requisitions at year-end to ensure its processing into a P. O. In addition, all purchase orders that are still open will be closed after the end of the fiscal year (June 30)

IV. **RECEIVING MATERIALS SUPPLIES AND GOODS**

A. Receiving Items Ordered

It is extremely important that all items received be checked immediately. This is the responsibility of the P.O. originator. Please adhere to the following procedures:

1. Obtain receiving copy of purchase order and packing slip for that order.
2. Open boxes and check off items received on the receiving copy and packing slip.
3. Back Orders – Sometimes items ordered will not be received in the first shipment. They will be sent at a later date. This is known as a back order. The packing slip will indicate back order on those particular items. Those items should be marked back order on the receiving copy.
4. Items Missing – Sometimes items are missing from your shipment, which are not identified as back orders by the vendor. Call the company immediately. Please note on the receiving copy and packing slip what items were missing from your shipment. Do not confuse this with a back order.
5. Signatures
 - a) The person checking the order signs the packing slip. The packing slip must be attached to the receiving copy.
 - b) The administrator/supervisor or principal (originator) must sign the purchase order receiving copy.

B. Processing Complete/Partial Orders

1. Complete Orders – If the order is complete, the purchase order receiving copy must be signed and immediately sent to the Business Office with the packing slip.
2. Partial Orders Back Order – If the order is incomplete and there is a back order, wait for the second shipment. Accounts Payable will determine if receiving copy is to be signed as partial.

C. Damaged or Wrong Item

There may be occasions when items have to be returned to the vendor. Please follow these procedures:

1. If you determine an item is broken or wrong, do not accept delivery on that item. Notify the vendor of the damaged/refused item(s).
2. Damage discovered after receipt
 - a) Call the Vendor – Ask the vendor what their procedure for returning items is. Make a copy of the packing slip for your file.
 - b) Notify the Business Office – On the receiving copy and the packing slip, mark the item(s) returned and the reason(s) for being returned. Please also note on the slips how and when the items were returned (UPS, etc.). Send the receiving copy with the packing slip to the Business Office as soon as possible.
3. If a determination is made about a broken item after forwarding the receiving copy to the Business Office, do the following:
 - a) Notify the Business Office immediately. Ask Accounts Payable to return the receiving copy to you.
 - b) Notify company and proceed accordingly.

HINT: This purchase order will not be paid until you resubmit the receiving copy.

D. Discontinued Item

If an item is marked discontinued, please do not call the company for a replacement. If you want a replacement, mark the item on your purchase order receiving copy “discontinued”, sign the receiver’s copy as “complete” and return with the packing slip to the Business Office. Complete a new requisition order for a different vendor for discontinued item.

E. Tagging Procedure

In order to ensure that all items purchased are properly recorded and accounted for, inventory records must be kept and maintained to provide for control and accountability of tangible property assets.

1. All capital equipment (for our purposes any single item with a (\$200 + value) should be routinely tagged upon their arrival at their receiving locations.
2. Equipment received at the central office by the warehouse will be tagged and documented before delivery is made to the requester/user.
3. All computer requisitions are required to be shipped to the Business Office at 199 4th Avenue, East Orange, NJ, to be tagged prior to being shipped out to the requesting school/department. When equipment is shipped directly to the requester/user by the vendor, upon arrival, the Originator of the Purchase Order must notify the Fixed Asset Accountant (395-2780) so the equipment can be tagged.
4. Assets ordered for special projects that do not pass through the central office warehouse, must be tagged upon their arrival at the project site. The project coordinator, director, manager or any person assigned to the project must notify the fixed asset accountant that the items have arrived and need to be tagged. Items must not be distributed until tagged.

5. Where tagging of a tangible item (fixed asset) is impracticable due to unassembled parts, then tagging must be done as soon as assembly is complete. Notify the warehouse when the equipment is assembled.
6. The tag number assigned to every item must be recorded according to the item shipped with the location, building #, room #, user name and signature.

F. Duplicate Order

If you receive a duplicate order on any shipment, you **MUST** return additional items back to the Vendor. If you accept or keep any additional supplies that you didn't order, it will be considered an **unauthorized purchase**. Therefore you must be held accountable personally for payment of said additional items.

V. **QUOTATIONS AND QUOTATION PROCEDURES**

A. Quotations

The quotation limit (threshold) is \$6,000.00. This means that any specific item, group of items, and/or items of a similar nature purchased by the school district totaling more than \$6,000.00 and less than \$40,000 must be competitively quoted. **The law cannot be circumvented. You must not split purchases to stay under the quote threshold.**

B. Quotation Process

All quotation requests must go through the purchasing office. When a quotation appears necessary (expense equal to or greater than \$6,000.00 but less than \$40,000) the principal or account manager is required to send the Purchasing Office a completed Request for Quotation Form (Appendix H), including extra specifications for the merchandise or service required, including consulting services. The Purchasing Office will review the quotation specification to determine whether the specification is set up to provide open and competitive quotations. The Purchasing Office, except for the departments of construction, facilities and security will send all department requests for quotations to vendors. When a requisition is the result of a quotation process, the quotation form must be attached to the requisition. If the lowest responsible quotation did not receive the order, a written rationale must be presented. Phone quotations are not acceptable. The administrator is responsible for writing the specification and at the same time submitting a list of recommended vendors to the Purchasing Office.

HINT: The formal quotation process could take 1-2 weeks from start to finish.

There will be no telephone quotations except in a case of extreme urgency as determined by the Board Secretary/School Business Administrator.

VI. **BIDS AND BIDDING**

A. Bidding

The formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately. An outline of the bidding process is located in Appendix I.

B. Bid Limits

The East Orange Board of Education is restricted by New Jersey State Law as to how much money can be spent by the district for the entire year on materials, supplies and services without

bidding. This is called the bid threshold or bid limit. The bid limit for the 2015-2016 school years is \$40,000. This means that any specific item, class of items and/or services of a similar nature, purchased by the entire school district (from all locations totaling more than \$40,000 for the entire year must be competitively bid. This is cumulative, district wide. (i.e. If three [3] different schools order typewriters, it is the cumulative cost, not each taken separately.)

Splitting purchases (to be under \$40,000) could be considered as an attempt to circumvent the law. State penalty for not following the law is approximately eight-six percent (86%) of the total purchase. If you think the district's purchase may exceed the \$40,000. Bid limit, please contact the Purchasing Agent.

C. Annual Bids

The Board of Education requires that Central Office department administrators, supervisors and school principal start to plan and prepare for Annual Bids. (Appendix I). The process in summary is as follows:

- Purchasing Office notifies various departments of annual bid due dates.
- Administrators/supervisors prepare technical specifications to be reviewed by the Purchasing Office.
- Purchasing Office prepares final bid documents in a manner to encourage free, open and competitive bidding.
- Purchasing Office notifies administrator of bid opening date.
- Annual bids are received and opened by the Purchasing Agent.
- Responsible administrator submits recommendation to the Purchasing Office.
- Board attorney review if required.
- The Purchasing Agent prepares bid resolutions for Board approval. (Appendix K)
- Purchasing Office notifies vendors and administration of award. (Notice of Award, Appendix L)
- Purchasing Office develops or formulates the contract, if necessary, and forwards to vendor.
- Requisition orders are generated by administrators/supervisors.

HINT: The delivery of furniture usually takes about 8-12 weeks after receipt of the purchase order by the vendor. Therefore, furniture lists must be submitted by February 1 of the current year for a September delivery.

D. Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the Bid and Quotation limits. There are certain exceptions where a Board of Education does not have to solicit bids. They are as follows:

1. Professional Services (Request for qualifications or RFQ and /or RFP may be required)
2. Extraordinary Unspecifiable Services (EUS) – Negotiated Agreements, Artists-services that cannot reasonably be described by written specifications.
3. Employees work
4. Print Legal Notice
5. Textbooks, Copyrighted Materials, Student Services, Periodicals, Newspapers, Documents, Pamphlets, Photographs, Reproductions, microfilms; pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials, and specialized computer software used as a supplement of in lieu of textbooks or reference material.
6. Food Supplies (should be provided by Food Services Management Company)
7. Public Utility

8. Printing of Bonds and Documents
9. Equipment Repairs - Extraordinary Unspecifiable Services (EUS)
10. Insurance and Consultant Services
11. Publish Legal Notices
12. Artifacts – items of unique intrinsic, artistic or historic character
13. Election Expenses
14. Disabled Workers
15. Expense for travel and conferences
16. Goods or services for the support or maintenance of proprietary computer hardware and software
17. Purchase of goods and services at rates set by the Universal Service Fund
18. Student Services
19. Vending Machines

Do not assume your purchase matches one of the items listed above. Check with the Purchasing Agent first.

E. State Contracted Purchasing – Responsibility of Account Manager (Principal)

Remember Only

1. School and Office Supplies

If you plan to purchase school supplies and office supplies from a state contract vendor, please include the following language on the purchase order requisition:

- State Contract Number – A MUST HAVE AS PER OUR AUDITOR
- Shipping and Handling Included

Be prepared to meet the minimum order required to utilize a state contract vendor. The minimum order for State Contract vendors is \$100.00. Combine orders to exceed the \$100.00 limit.

(State Website) <http://www.state.nj.us/treasury/services.html>

2. Other State Contract items

Computers – If you plan to purchase computers, please adhere to the following procedures:

- For Dell, contact Vaughn Miller of the I.T. Department @ vaughn.miller@eastorange.k12.nj.us. Mr. Miller must provide you with an e-quote first, and then a requisition can be generated referring the e-quote number.
- For Apple, you must also contact the IT Department – Vaughn Miller at vaughn.miller@eastorange.k12.nj.us or Curtis Frazier at c.frazier@eastorange.k12.nj.us

You must ensure that the requisition's ship to address is 199 Fourth Avenue

All computer orders (Laptops & Desktops) must be ordered with the following software.

- *Absolute Software Computrace Complete (Academic) 3 year subscription*
- *Microsoft Office*
- *AppleCare Protection Plan (for apple orders)*
- Please use **APSC EAST ORANGE MAC SETUP SVCS (when ordering 25 machines or more)**

NOTE: Computrace **cannot** be purchased with grant funds. No Exceptions will be made.

REMEMBER: All purchase order requisitions via state contract vendors must include the following:

- a) **State Contract Number**
- b) **The phrase, “shipping and handling included”**
- c) **Minimum order of \$100.00**

F. Professional Services/Consultants

Pursuant to NJSA 18A: 18A-4.1, The District shall engage in the use of Competitive Contracting for all Request for Proposals (RFPs). This process is to be administered by the Purchasing Department for all professional services that may exceed an aggregate cost of \$40,000. This would apply to all services offered by specific state licensed and certified professionals, including, but not limited to: Architects, Engineers, Attorneys, Doctors, Professional and Educational Consultants, etc.

The Office of the State Comptroller (OSC) has issued their “Best Practices for Awarding Service Contracts” to follow as a guide in the process, which includes the following six (6) basic principles we shall adhere to when soliciting such services:

- The pool of contractors should be as expansive as possible;
- Statements of work should be drafted in clear and unambiguous terms;
- Proposals should be judged on the basis of predetermined merit-based evaluative criteria; made known to vendors before proposals are submitted;
- The evaluative criteria should be judged by a qualified evaluation committee;
- The evaluation process should be explainable to evaluators and competing vendors, and capable of withstanding scrutiny under a protest challenge; And
- The scoring process and award recommendations should be well-documented and retained.

If anyone from your school or department anticipates using a specific professional service that may be subject to this, please contact Racquel Ferguson, Acting Purchasing Agent. She will further guide and assist you in the process.

1. Professional services* as defined in Title 18A:18A-2 and 18A:18A-5 Consultants/Artists means services rendered in the provision or performance of services that are original and creative in character in a recognized field of artistic endeavor. Examples: Painters, sculptors, dancers, musicians, actors and authors, etc.

2. Any business entities (contractors) receiving contracts in excess of \$17,500, from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-27) are subject to the provisions of P.L. 2005, c.271, s.2 (N.J.S.A. 19:44-A-20.26). ***Said forms shall be completed and returned at least 10 days prior to award of the contract by Board Resolution*** (Appendix U)
3. Any contract that exceeds the bid threshold shall be negotiated and awarded by the board of education at a public meeting. A notice shall be printed in an official newspaper stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the board of education.
4. Professional Services are services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Examples: Lawyers, physicians, engineers, architects and nurses, etc.

G. Contracts

All professional or consultant services may require a contract approved by the East Orange Board of Education. If you plan to recommend the hiring of a professional consultant, be advised of the following:

1. Quote and/or bid requirement must be followed when the cost of consultant exceeds \$6,000.
 - a) When estimate is greater than or equal to \$6,000, you must obtain three (3) quotes.
 - b) When estimate is \$40,000 or greater, bidding procedure must be followed.
2. The Curriculum Committee must review educational consultant services.
3. An appropriate resolution must be written and placed on the Board of Education meeting agenda.
4. Accompanied with the resolution should be a written proposal from the consultant and/or vendor outlining the following:
 - a) Name, address of consultant/vendor (address must not be a post office box)
 - b) A description of services to be provided. c) Starting date of service.
 - d) Ending date of service.
 - e) The cost of the service/terms of payment(s).
5. The originator's department will be accountable for signatures.

A copy of the approved resolution must be submitted to the Purchasing Office who will forward a contract when necessary. For consultant/professional services below \$6,000, the purchase order and 9150 form will act as the contract. Be careful of aggregate costs to the same vendor or from the same program.

All resolutions are to be sent to the Superintendent's Office. The written contract will be reviewed and approved by the Board Attorney, if required. No service is to be performed without a properly executed purchase order and contract, when necessary.

For further clarification see ***IX. SPECIAL CIRCUMSTANCES***

H. Emergency Purchases

Emergency purchases are strictly regulated by N.J.S.A. 18A:18A-7. A situation must exist affecting the health or safety of the occupants of a school district property that requires the immediate delivery of articles or performance of service to alleviate the emergency.

The emergency purchase process is reviewed in Appendix M. Please note the Superintendent of Schools and the School Business Administrator must be notified of all emergency purchase requests.

I. Cooperative Purchasing

The East Orange Board of Education has a software package for the District to input requests for the annual ordering of supplies for the following categories:

- | | |
|----------------------------|--------------------------------|
| ▪Art Equipment & Supplies | ▪Health Medical Supplies |
| ▪Athletic Medical Supplies | ▪Home Economics Supplies |
| ▪Athletic Supplies | ▪Industrial Arts Supplies |
| ▪Audio/Visual Supplies | ▪Library/Magazines/Periodicals |
| ▪Computer Supplies | ▪Physical Education Supplies |
| ▪Copy/Duplicator Paper | ▪Science Supplies |
| ▪Custodial Supplies | ▪Sheet Music |
| ▪General Supplies | ▪Technology Supplies |

The above categories were previously ordered in the blue, etc. requisition booklets, from Educational Data Services. Ordering supplies via the web will save the District time and money.

VII. BUDGET ACCOUNT NUMBER CODING

When completing a purchase order requisition for materials, supplies, equipment and/or services, it is important to use the correct budget account number as outlined by the New Jersey Chart of Accounts (Handbook 2R2).

For additional information, please see your Handbook 2R2 and the New Jersey Chart of Accounts.

VIII. SUPPLIES VS. EQUIPMENT

A. Criteria for Distinguishing Supply and Equipment Items

Some federal, state, and local laws and regulations, usually in the form of funded programs, present conflicting criteria for distinguishing between supplies and equipment. The criteria below are based on a combination of the most practical guidelines from these sources. Unless otherwise bound by federal, state, or local law, LEAs should use these criteria in their supply/equipment classification decisions. In cases where the distinction is unclear, the LEA, as always, must apply reason and good judgment in making its decision.

B. Supplies and Equipment

The Department of Education provided a list of several hundred items commonly used by LEAs, identifying each as supply or equipment. Rather than present an updated list, this publication offers a set of guidelines for distinguishing supplies and equipment.

C. Disadvantages of a Supply and Equipment List

These lists have been helpful to many users, but they have at least four inherent drawbacks:

1. Various state and federal aid programs offer supply/equipment categorizations, which conflict with one another.
2. Technological and philosophical changes in education continue to occur at an ever-increasing pace. It is impractical to list and classify the thousands of materials and devices used in LEAs today. Therefore, without periodic updates, supply and equipment lists quickly become obsolete.
3. Classifications of certain items change, due to changes in price or technology. For example, most LEAs classified hand-held calculators as equipment a number of years ago when they cost over \$100. As the price of this item has dropped to the \$5 to \$25 range, most LEAs have changed the classification of this item to supplies.
4. Users tend to treat the lists as comprehensive and up-to-date, even when warned otherwise.

For these reasons, developing a universally applicable and easily updateable supply and equipment list is impractical. Instead of presenting a list, which might raise as many issues as it would propose to resolve, this guide suggests that the distinction between supplies and equipment can better be made through consistent, statewide application of uniform criteria. If an LEA wishes to supplement these criteria with a list, *Supplies and Equipment*, 1976, provides the most current one.

D. Equipment Items

An equipment item is any instrument, machine, apparatus, or set of articles that meets all of the following criteria:

1. It retains its original shape, appearance, and character with use.
2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
3. It is nonexpendable, that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit.
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.
5. The item cost more than \$2,000.

E. Supply Items

An item should be classified as a supply if it does not meet all the stated equipment criteria. (Appendix F)

IX. SPECIAL CIRCUMSTANCES

Business Registration Certification

All business organizations doing business with the East Orange Board of Education as a local contracting agency are required to be registered with the State of New Jersey and provide proof of that registration to the East Orange Board of Education before the Board may enter into a contract with the business. However, State Law also stipulates any entity that does not exceed the quote threshold of \$6,000 per fiscal year, is not required to submit a BRC. (Appendix T)

FEDERAL GRANT PROGRAM PURCHASES

All Title I expenditures must be related to Math and Language Arts only. It cannot supplant district funds, meaning you used district funds in past years and now you want to use Title I funds. It should follow your school improvement plan (SIP) that you submit to central office. Parental Involvement funds must show how parents can help their child with math or language arts.

Please remember that when spending. Always attach your agendas and your sign in sheets with your receiving copy of the purchase order when turning in to accounts payable. This will ensure that you will not receive an audit finding and the district may be asked to remit funds back to the state. The following lists examples of what is and is NOT approved or allowed to purchase with Federal Grant Funds:

Approved:

Light refreshments (pizza, wings, sandwiches, coffee, continental breakfast, etc.)
Books, resource materials for parents
PARCC workshops for parents
Consultants that show how to help parents with math and language arts study for students
Workshops on math skills and language arts skills identifiers
Technology programs that are math and/or language arts related
Clear Agendas
Collected and filed sign in sheets for workshops

NOT Approved:

Gift Cards
Field trips
T-Shirts
Lack of sign in sheets
Lack of agendas
Lack of program material
Lack of files
Grandparents day
Consumable supplies that cannot be traced to where they are intended to
Large, hot entrees and meals

Title IIA can only be used for professional development. You cannot purchase computers, smartboards with these funds. Title III can only be used for English as a second language (ESL)

Purchasing Goods and Services from Sole Source Vendors

A. Sole Source Vendors—Not Recognized by Public School Contracts Law

The NJ Public School Contracts Law does not recognize the term “sole source” vendor.

“The PSCL does not include a sole-source exception and therefore, districts must use the competitive contracting process or the bid process pursuant to [N.J.S.A. 18A:18A-15\(d\)](#) for the procurement of proprietary services.” Local Finance Notice 2010-3 Page 9

B. Proprietary Goods/Services

What is sole source to others is really proprietary to us in New Jersey.

Definition of Proprietary—N.J.S.A. 18A:18A-2(cc)

Proprietary means goods or services of a specialized nature that may be made or marketed by a person or persons having the exclusive right to make or sell them when the need for such goods or services has been certified in writing by the board of education to be necessary for the conduct of its affairs

C. Competition Needed for Proprietary Purchases—Most Cases

In most cases, competition is needed for the procurement of proprietary goods and services.

The preferred method is advertising for a **proprietary bid**.

Reference—N.J.S.A. 18A:18A-15 (d)

N.J.A.C. 5:34-9.1 (b)

The school district may use the Competitive Contracting process for the procurement of proprietary software for board of education use. N.J.S.A. 18A:18A-4.1 (a).

D. Process to Follow

- Certification Required: N.J.A.C. 5:34-9.1 (b)

The requesting administrator must certify in writing the following:

The compelling reason(s) and the value to the public and the school district why the particular brand name proprietary item above all others will benefit the district.

- Proprietary Letter from Vendor:

The requesting administrator must obtain from the vendor a letter certifying that the brand name proprietary item is indeed proprietary and that no other person or business makes or sells the proprietary item. This letter must satisfy the definition of proprietary as outlined in law.

18A:18A-15 (d)

- Resolution: N.J.A.C. 5:34-9.1 (c)

The Purchasing Agent will prepare the board resolution fully outlining the proprietary purchase and include the certification of the administrator in the resolution.

E. Advertisement for Bid

You must advertise for bids, knowing quite well only one company may be submitting a bid.

Consultants

If you plan to recommend the hiring of a professional consultant, please be advised of the following:

1. Consultants are not exempt from the bidding and quoting thresholds. Be aware that these thresholds represent the aggregate costs to the same vendor or for the same program. (State Website) <http://www.nj.gov/njbgs> (following directions)
 - a) If the estimated cost of the consulting job is greater than or equal to the quoting threshold, you must obtain three quotes. Follow the quoting procedures on page 14.
 - b) When the estimate cost of the consulting job is greater than or equal to the bidding threshold, you must follow the bidding procedures on page 14.
2. An appropriate resolution must be written for placement on the Board of Education meeting agenda. Accompanied with the resolution must be a written proposal from the consultant outlining the following:
 - a) Name and address of the consultant/vendor (addresses cannot be post office box)
 - b) A description of service to be provided
 - c) Starting date of the services
 - d) Ending date of the service
 - e) The cost of the services/terms of payment(s)
3. The Curriculum Committee must review the Educational consultant's proposals.
4. Before engaging any consultant, the Board requires the submission of a completed Contracting of Consultant Form (Appendix R). Attach the completed form to your requisition and a letter from the Board's Counsels indicating that they have reviewed the proposal.
5. All consultants who will be in school buildings or have any possible contact with students must first have a fingerprint and background check on file in the Personnel Office.
6. Services of consultants equal to or over \$6,000 require a signed contract before work begins. For service under \$6,000, the purchase order will serve as the contract.
7. Any contract exceeding the bid threshold shall be printed once, in an official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the board of education.

Vehicle Maintenance and Repair

Requisitions for vehicle maintenance and repair must include the make, model, year, color, and license plate number of the vehicle to be serviced. All vehicle maintenance and repairs will be completed by the City of East Orange, Public Works Garage. All requests for vehicle maintenance or repairs should be coordinated through the Facilities and Maintenance Services Department (973-266-5770).

Educational Technology

If you plan on purchasing educational technology, (computers, peripherals, software, etc;), first contact the Purchasing Agent.

The State Contract for computers does not contain a price list for all the hardware and software covered under the contract. Since a price list must be attached to your requisition, you must have the vendor e-mail or fax you the state contract price.

NO PHONE QUOTES WILL BE ACCEPTED

The price sheet must include the company letterhead, state contract number, and state contract price. Attach the Notice of Award and price sheet to your requisition.

IMPORTANT VENDOR INFORMATION

Sodexo

- Sodexo will have a menu for all student related activities. See (Appendix)
- Meals can be ordered with the district funds for STUDENT RELATED ACTIVITIES.

Copier Maintenance:

For service to our new Xerox Copier machines please call: (800) 583-4996. There is also a sticker on the front of each new machine with all of the information you will need to place this call.

REMEMBER: PLAN AHEAD FOLLOW THE LAW AND SAVE MONEY. IF YOU STILL HAVE QUESTIONS AFTER REFERRING TO THIS MANUAL, CALL THE PURCHASING OFFICE. WE WANT YOU TO BE SUCCESSFUL.

APPENDICES

**For Sample
Reference Only
(Various Content
and Information is
Subject to Change)**

Vendor Information Request Form (W-9 form)	A
Alio User ID Approval Codes	AA
Field Trip Information Sheet	B
Requisition Review/Checklist	C
Budget Transfer Request	D
Return of Purchase Order Requisition Memorandum (Purchasing)	E
Return Requisition/Transfer Request Memorandum (Accounting)	F
Corrective Action Phase II Purchasing Confirming Orders (Bus.Admin.)	G
Quotation Request Form	H
Formal Bid or Bidding Process	I
Board Approved State Contract Vendors Listing	J
Recommendation for Award of Bid (Resolution)	K
Award of Contract	L
Emergency Purchase/Contracts (18A:18A-7)	M
Annual Procurement Register	N
Requisition	O
Purchase Order	P
Recommendation for award of contract (<i>Resolution for Purchase Over Threshold</i>)	Q
Consulting Services Form	R
Exempt Use Certificate (Sales Tax Exemption)	S
Purchasing Symbols for Authorization	T
Business Registration Certificate	U
Political Contribution Disclosure Form/Stockholder's Certificate	V
Mileage Form	W
Sodexo Menu (Subject to change)	X
Required Signature Chart	Y
Electric Device Form	Z

APPENDIX A

**EAST ORANGE SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES**

199 Fourth Avenue
East Orange, New Jersey 07017-1026
Phone (862) 233-7300 Fax (973) 678-4987
www.eastorange.k12.nj.us

Board Members

Bergson Leneus, President
Mustafa A. Brent, Vice President
Cameron B. Jones, Sr.
Joy B. Tolliver, Esq.
Terry Swanson Tucker
Jenabu C. William MPA
Arthur L. Wright

Superintendent of Schools

Dr. Gloria C. Scott

Board Secretary/School Business Administrator

Mr. Victor R. Demming

VENDOR INFORMATION REQUEST FORM

Date: _____

Dear Sir/Madam:

The Internal Revenue Code requires recipients of certain payments to furnish taxpayer information. The law imposes a penalty for vendors who fail to furnish us with their taxpayer identification number. According to P.L. 2004 C. 57, all business organizations that do business with the school districts are required to be registered with the State of New Jersey.

Therefore, in order to comply with the law, please attach a copy of your New Jersey Business Registration Certificate to this completed form and mail or fax the entire package to the address or fax number indicated above.

Taxpayer identification information requested

1. Above addressee is: (check one)

Corporation ()

Partnership ()

Individual ()

An East Orange School District employee seeking reimbursement of

Direct expenses ()

Other ()

Please specify: _____

2. Taxpayer Identification Number: _____

Federal Employer Identification Number: _____

Social Security Number: (individuals only) _____

3. COMPLETE THE ATTACHED REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION FORM W-9 AND RETURN SAME WITH THIS LETTER.
4. VENDOR CHECKS SHOULD BE MADE PAYABLE TO:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ EXT: _____

FAX: () _____

CERTIFICATION: Under the penalties of perjury, I certify that the information provided on this form is true, correct and complete.

Signature

Date

THIS SECTION TO BE COMPLETED BY EAST ORANGE
BOARD OF EDUCATION EMPLOYEES ONLY

Requester's Identification

Name of Person/Department/School

Telephone/Intercom Number

Racquel C. Ferguson racquel.ferguson@eastorange.k12.nj.us
Acting Purchasing Agent
Telephone (973) 266-5742
Fax (973) 676-4821

Alio User ID Codes

User ID	Description	Approval Code
TBD	Director of Education Support	DISS
Jackson	Principal @ Hughes	PN06
Trono	Principal @ Costley Middle School	PN15
Heaphy	Principal @ Bowser	PN04
Davis	Principal @ Gibson Academy	PN37
Smith, Craig	Pre-Approval Purchasing	PAP
Smith, Craig	Purchasing	PUR
McKenzie	Manager of Personnel	DIR1
Harvest, Dr. Debra	Assistant Superintendent	ASUP
Johnson	Principal @ Louverture	PN10
Sturdivant	Principal @ Wahlstrom Academy	PN39
Scott, Dr. Gloria	Superintendent	SUP
Watson	Principal @ Warwick	PN09
Hamilton	Principal @ Houston Academy	PN07
Walker	Principal @ Garvin	PN08
Joseph	Principal @ Jackson Academy	PN14
Demming, V.	Business Administrator	MGR
DeFrancesco, J.	Early Childhood	CO26
Vincent	Principal @ Banneker	S036
Alsbrook-Davis	Principal @ Carver	S005
Jacob	Principal @ Cochran	S038
Shultz	Principal @ Parks	S011
Moss-Hassan	Principal @ Tyson Elementary	S012
Burton	Principal @ Healy	S017
Stallings	Principal @ Truth	S016
Champagne	Principal @ Tyson High School	S003
DelTufo	Principal @ Stem	S102
TBD	Principal @ Campus High	S101
Matadin	Principal @ Alternative	S029
Webb	Alternative Program	S045
Santos	Director of Special Education	A031
Lambkin	Maintenance Supervisor	A018
Reed	Supervisor of Safety	A023
Dembowski	Dir. Elementary Ed & Sec. Ed.	A033/A025

MEMORANDUM

APPENDIX B

TO: ALL East Orange Schools Field Trip Coordinators

FROM: Sussie Howard (973-405-6262 EX 281)

DATE: 6-10-15

Re: Field Trips for 2015-2016 School Year

Due to incidents that happened in the previous school year, I am sending this reminder to all school field trip coordinators, and teachers.

PLEASE SEE TO IT THAT EACH TEACHER RECEIVES THIS MEMO!

1. Trips paid by check: A copy of the check must be faxed to my office within 24 hrs of the confirmed trip. All checks should be made out to the **Essex Regional Commission** and in memo put the trip date. Then mail the check to the Address on the form Attn: Sussie Howard. **(Do not give the driver the check)**
2. When you cancel a trip: Write "CANCEL" and date on the trip form and fax it back to me at 973-405-6565, please follow up with a call to make sure it is received. When you cancel a Coach Bus, if the trip is not canceled within 3 days of scheduled trip, there will be a cancellation fee charged to the district.
3. **PURCHASE ORDERS:**
This year purchase orders **must be received by the Commission one week prior to scheduled trip date.**
4. Overtime: I am still having problems with overtime. If you are not on time to load the bus, leaving the site, they will charge the district an overtime fee. If this fee is not paid, this discrepancy will be reported to the superintendent.

If you have any questions please feel free to call me (973-405-6262 ext 281).

I look forward to working with you again this year. And I thank you for your cooperation.

Sincerely,
Sussie Howard

CANCELLATION AND OVERTIME FEES
WILL BE ENFORCED

P.O. Number must be in this office 48 hours prior to trip, or trip will be canceled

ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

369 PASSAIC AVENUE

FAIRFIELD, NJ 07004

ATT: SUSSIE HOWARD

PHONE: 973-405-6262 EXT. 281,

Cell No. 973-332-3822

FAX: 973-405-6566

FIELD TRIP REQUEST FORM

TRIP DATE _____ PICK-UP TIME _____ LEAVING TRIP SITE _____ (TIME)

ADDITIONAL STOPS _____

PICK- UP LOCATION

DESTINATION

Name _____

Name _____

Address _____

Address _____

City _____ State _____

City _____ State _____

SCHOOL CONTACT PERSON: _____ PHONE # _____ FAX # _____

Coach _____ Large School Bus _____ Van _____ No. of Students _____ No. of Adults _____

SCHOOL BUS QUOTE _____ VAN _____ COACH _____

ADMIN.FEE _____ ADMIN FEE _____ ADMIN FEE _____

TOTAL _____ TOTAL _____ TOTAL _____

BUS CO. NAME: _____ CONTACT NAME _____ PHONE: _____

P.O. # _____

COMMENTS:

REQUISITION REVIEW/CHECKLIST

Please check the items referenced below for completeness in order to ensure your requisition is processed.

- No "Blanket Order" requisitions will be accepted.
- A requisition must be processed in the current fiscal year.
- GAAP code must be in accordance with State guidelines.
- Requisitions cannot have "See Attached" as a description.
- A detailed Description (in layman's terms) of Item(s)/ Service(s) being purchased must appear on the requisition.
- A requisition must include shipping & handling charges or a statement S & H charges included.
- No rubber stamps as signatures will be accepted.
- All requisitions must be approved by the Department Head whose department number is being utilized within the account code (00.000.000.0000.0000.XXX.00).
- All technology purchases must be approved by the Director of Technology.
- All requisitions will be returned if goods or services were rendered prior to the generation of a purchase order.
- If items being ordered are like kind items that will exceed the bidding threshold in the current fiscal year, items must be purchased through competitive or State contract vendor.

ATTACHMENTS NECESSARY

- a) **Three (3) quotes must be attached to the requisition, when required.**

SPECIAL CIRCUMSTANCES

- I. **All requests for payment to a school must be for student activities or athletic funds and require Board resolution.**
- II. **All transportation service must be purchased through the Essex County Educational Service Commission.**
- III. **Employees must be paid through payroll, except reimbursement of out of pocket expenses authorized by the Board of Education.**

APPENDIX D

[illegible]

Transfers from the Co	Transfers from Instructional to non-Instructional requires pre-approval from the Commissioner of Education - 18A:7F-6C			
-----------------------	--	--	--	--

**EAST ORANGE SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES**

199 Fourth Avenue
East Orange, New Jersey 07017-1026
Phone (862) 233-7300 Fax (973) 678-4987
www.eastorange.k12.nj.us

Board Members

Bergson Leneus, President
Mustafa A. Brent, Vice President
Cameron B. Jones, Sr.
Joy B. Tolliver, Esq.
Terry Swanson Tucker
Jenabu C. Williams, MPA
Arthur L. Wright

Superintendent of Schools

Dr. Gloria C. Scott

Board Secretary/School Business Administrator

Mr. Victor R. Demming

TO: _____

FROM: Racquel C. Ferguson, Purchasing Agent

DATE: _____

SUBJECT: RETURN OF PURCHASE ORDER REQUISITION(S)

The enclosed Purchase Order Requisition(s) is/are being returned for the reason(s) indicated below:

- ☐ 1. Items need to be bid to be in compliance with Public School Contract Law Guidelines. This process will take approximately 6-8 weeks to complete.
- ☐ 2. Must have three quotes to be in compliance with Public School Contract Law Guidelines. Attach the quotes to the requisition and return to my office (NJSA 18A: 18A-37)
- ☐ 3. Vendor must be a state contract vendor or a vendor that the Board of Education approved to do business within the District.
- ☐ 4. State Contract Number is incorrect/missing.
- ☐ 5. Business Registration Certificate Number NOT in AS400 System – Please supply.
- ☐ 6. State Contract backup documentation missing. Please attach and return as soon as possible.
- ☐ 7. Bid No/State Contract Number not in proper space
- ☐ 8. State Contract Order must include the phrase, “shipping and handling included.”
- ☐ 9. Minimum Order \$100.00. (state contract orders)
- ☐ 10. Description of item(s) services is needed. Description must be in laymen’s terms.
- ☐ 11. Item available through warehouse/work order.
- ☐ 12. Provide price quote from vendor.
- ☐ 13. Requisition requires shipping and handling charges for books and/or materials
- ☐ 14. Other:

**EAST ORANGE SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES**
199 Fourth Avenue
East Orange, New Jersey 07017-1026
Phone (862) 233-7300 Fax (973) 678-4987
www.eastorange.k12.nj.us

Appendix

F

Board Members

Bergson Leneus, President
Mustafa A. Brent, Vice President
Cameron B. Jones, Sr.
Joy B. Tolliver, Esq.
Terry Swanson Tucker
Jenabu C. Williams, MPA
Arthur L. Wright

Superintendent of Schools

Dr. Gloria C. Scott

Board Secretary/School Business Administrator

Mr. Victor R. Demming

TO: _____

FROM: Victor R. Demming, Board Secretary/School Business Administrator

DATE: _____

SUBJECT: **Return Requisition/Transfer Request #**

The attached requisition(s) or budget transfer request(s) is (are) being returned for the following reason(s)

_____ The item marked on the attached requisition should be charged to a supply account*

_____ The item marked on the attached requisition should be charged to an equipment account.*

_____ A detailed description needs to be noted. For a Professional Conference or Field Trip requisition, the date of Board approval needs to be part of the description. Do not use "see attached" or refer to another purchase order as part of the description.

_____ Over budget – please attach an approved budget transfer to the requisition.

_____ GAAP code is incorrect. Please refer to the 2R2 Handbook and the District's Chart of Accounts, Review; modify the GAAP code and resubmit.

_____ Shipping and handling were not included. Please include and resubmit.

_____ Other _____

If you have any questions, I can be reached at extension 973-266-5742.

Thank you

**EAST ORANGE SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES**
199 Fourth Avenue
East Orange, New Jersey 07017-1026
Phone (862) 233-7300 Fax (973) 678-4987
www.eastorange.k12.nj.us

APPENDIX G

Board Members

Bergson Leneus, President
Mustafa A. Brent, Vice President
Cameron B. Jones, Sr.
Joy B. Tolliver, Esq.
Terry Swanson Tucker
Jenabu C. Williams, MPA
Arthur L. Wright

Superintendent of Schools

Dr. Gloria C. Scott

Board Secretary/School Business Administrator

Mr. Victor R. Demming

TO:

FROM: Racquel C. Ferguson, Purchasing Agent

DATE:

SUBJECT: **Corrective Action – Phase II – Purchasing (Unauthorized Purchases)**

According to the corrective action plan regarding the purchasing practices of the East Orange Board of Education, authorization from the **Superintendent of Schools** is required in order for a purchase order requisition to be generated into a purchase order on all authorized purchases. Listed below are purchase order requisition(s) that are in violation of State Regulations and Board Policy.

Requisition No.	Vendor	Amount

Please review the purchase order requisition(s) at your earliest convenience. **The Superintendent's signature is required on this cover letter.** Thereafter, both the letter and the requisition should be forwarded to Victor R. Demming for processing. **Failure to obtain the Superintendent's signature would indicate that the employee directly involved would be personally responsible in accordance with District Policy.**

CS/ab

Dr. Gloria C. Scott, Superintendent of Schools

**EAST ORANGE SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES**

199 Fourth Avenue

East Orange, New Jersey 07017-1026

Phone (862) 233-7300

Fax (973) 678-4987

APPENDIX H

Board Members

Bergson Leneus, President

Mustafa A. Brent, Vice President

Cameron B. Jones, Sr.

Joy B. Tolliver, Esq.

Terry Swanson Tucker

Jenabu C. Williams, MPA

Arthur L. Wright

Superintendent of Schools

Dr. Gloria C. Scott

Board Secretary/School Business Administrator

Mr. Victor R. Demming

QUOTATION

No: _____

Date: _____

VENDOR: _____

IN RESPONSE TO YOUR INQUIRY WE
SUBMIT THE FOLLOWING QUOTE:—

To: DIVISION OF BUSINESS SERVICES
East Orange Board of Education
199 4th Avenue
East Orange, NJ 07017

Please **Respond by: ASAP**

Estimated Delivery	Terms & Conditions	To Be shipped VIA	F.O.B
Quantity	Specification	Price	Amount

Approved by: _____

Date: _____

Craig Smith, Asst. S.B.A.

Vendor's Signature: _____ Title: _____ Date: _____

APPENDIX I

EAST ORANGE SCHOOL DISTRICT DIVISION OF BUSINESS SERVICES

199 Fourth Avenue
East Orange, New Jersey 07017-1026
Phone (862) 233-7300 Fax (973) 678-4987
www.eastorange.k12.nj.us

Board Members

Bergson Leneus, President
Mustafa A. Brent, Vice President
Cameron B. Jones, Sr.
Joy B. Tolliver, Esq.
Terry Swanson Tucker
Jenabu C. Williams, MPA
Arthur L. Wright

Superintendent of Schools

Dr. Gloria C. Scott

Board Secretary/School Business Administrator

Mr. Victor R. Demming

FORMAL BID OR BIDDING PROCESS

<u>Process</u>	<u>Approximate Time Line</u>
Process	Approximate Time Line
1. Initial written request to bid made by administrator/supervisor is Certification that funds exist.	One Day
2. Administrator creates specification, fully outlining items, materials or services to be bid by the Purchasing Agent and a vendor listing.	One Week
3. Reviewed specification to administrator/supervisor for final approval.	One Week
4. Bid package prepared by purchasing agent.	Two Days
5. Legal Advertisement.	Four Day Lead
6. Bid date/time must be at least ten (10) or more days after legal ad appears in newspaper. Bids are opened and read publicly by purchasing agent or designee.	10-20 Day (Max)
7. Bid results are reviewed by administrator responsible who prepares spreadsheet when necessary showing lowest bidders and recommends award of bid to purchasing agent.	Two Days
8. Purchasing Agent prepares resolution for Board approval.	One Day
9. Bids are reviewed at Board's Finance Committee Meeting.	One Week
10. Bids awarded at regular Public Board Meeting.	One Week
11. Contract provided by purchasing agent when necessary.	
12. Administrator responsible prepares purchase orders.	Two Days

The "formal bid" or "bidding process" takes as long as ten (10) weeks. Time lines are driven by administrative efficiency.

Facility/Construction Exception

Bidding on Public Works/Construction projects takes longer because a request for wage determination must be formally made to the State of New Jersey

	Commodity/Service	Vendor	State Contract #
1	Telecommunications Services	AT&T Corp	A-80811
2	Asbestos Safety Control Monitoring (NIDMVA)	Whitman Companies Inc	A-77648
3	Carpet & Flooring Supplies & Installation	Beaulieu Group	A-81748
4	Carpet & Flooring Supplies & Installation	Forbo Flooring Inc	A-81749
5	Carpet & Flooring Supplies & Installation	Interface Americas	A-81756
6	Carpet & Flooring Supplies & Installation	Shaw Flooring	A-81754
7	Communication Cabling Products & Services	Graybar Electric	A-85151
8	Copy Paper Fine Various Agencies Re-bid	Central Lewmar XPEDX LLC	A-81662
9	Copy Paper Fine Various Agencies Re-bid	Paper Mart	A-81663
10	Data Communications Equipment	Cisco Systems Inc	A-87720
11	Electric Equipment & Supplies North, Central and	Jewel Electric	A-85578
12	Elevator Maintenance Services/Testing &	Schindler Elevator Corp	A-85649
13	Fence, Chain Link Install & Replacement, Rock fall wooden vinyl and ornament	FB Fence LLC	A-88679
14	Fire Extinguisher Maintenance	Fire Eater Sales & Service	A-81286
15	Fuel Oil #2 (Heating)	Allied Oil LLC	A-81399
16	Fuel Oil #2 (Heating)	Finch Fuel	A-81397
17	Fuel Oil #2 (Heating)	National Terminal Inc	A-81396
18	Furniture Office Lounge	National Office Furniture	A-81721
19	Furniture Office Lounge	Inwood Office Furniture	A-81623
20	Furniture Office Lounge	Commercial Furniture Group	A-81613
21	Furniture Office Lounge	Haskell Office Furniture	A-81716
22	Gas Propane	Suburban Propane Gas Corp	A-79926
23	Gasoline Automotive	Allied Oil LLC	A-80914
24	Gasoline Automotive	Rachles Mitchells Oil Co. Inc	A-80913
25	GSA/FSS Reprographics Schedule use	Kyrocera Document Solutions	A-53090
26	GSA/FSS Reprographics Schedule use	Xerox Corp	A-51145
27	GSA/FSS Reprographics Schedule use	Sharn Electronics Corp	A-51143
28	HVAC & Refrigeration & Boiler Services Statewide	George S Hall Inc	A-88696
29	Industrial/ MRO Supplies and Equipment	W. W. Grainger Inc	A-79875
30	IT Consulting Services	Computer Aid Inc	A-78673
31	Lawn and Grounds Equipment Repair & Parts	Cammbs Hardware & Lawn	A-76915
32	Library-School Supplies & Teaching Aids	Frey Scientific	A-81001
33	Library-School Supplies & Teaching Aids	Kaplan School Supply Corp	A-80988
34	Library-School Supplies & Teaching Aids	Lakeshore Learning	A-80991

35	Library- School Supplies & Teaching Aids	S&S Worldwide	A-80976
36	Library- School Supplies & Teaching Aids	School Specialty	A-80986
37	Library-School Supplies & Teaching Aids	Tequipment Inc	A-80992
38	Library-School Supplies & Teaching Aids	W B Mason Company Inc	A-80975
39	Library-School Supplies & Teaching Aids	Wards Natural Science	A-81002
40	Express Courier Delivery	United Parcel Service	A-82676
41	Mailroom Equipment and Maintenance Various State Agencies	Pitney Bowes	A-75237
42	Nationwide Vehicle Rental Services	FAN Holdings LLC	A-83489
43	Nationwide Vehicle Rental Services	Hertz Corporation	A-81055
44	Office Supplies & Recycled Copy Paper	W.B. Mason	A-88839
45	Paint & Related Supplies	N. Sinerstein Inc	A-82225
46	Paint & Related Supplies	Ricciardi Bros	A-82224
47	Paint & Related Supplies	Sherwin Williams	A-82236
48	Paint & Related Supplies	Sinersteins	A-82226
49	Paper Fine Various Agencies Re-Bid	Paper Mart Inc	A-81663
50	Park and Playground Equipment & Parts Installation Re-bid	Commercial Recreation	A-81431
51	Park and Playground Equipment & Parts Installation Re-bid	General Recreation, Inc	A-81422
52	Park and Playground Equipment & Parts Installation Re-bid	George Fly Associates, Inc	A-81424
53	Park and Playground Equipment & Parts Installation Re-bid	James D. Boyce Assoc., Inc	A-81420
54	Park and Playground Equipment & Parts Installation Re-bid	Marturano Recreation, Co	A-81411
55	Plumbing & Heating Supplies Equipment	Crosstown Plumbing	A-74877
56	Plumbing and Heating Equipment and Supplies	Madison Plumbing Supply	A-74876
57	Rental of Front and Loaders/ & backhoes for D.O.T.	Deiana Industries	A-83146
58	Rock Salt(&Calcium Chloride)	Atlantic Salt Inc	A-83331
59	Software Licensing & Repair Service	Dell Marketing LP	A-77003
60	Sporting Goods - Statewide	Leisure Unlimited Corp	A-81159
61	Sporting Goods - Statewide	Metuchen Center Inc	A-81162
62	Sporting Goods - Statewide	Leezar Services Inc	A-81160
63	Surveillance & Access Control Systems Maint.	Dynamic Security LLC	A-81381
64	Telecommunications Equipment & Services	Avaya	A-80802
65	Telecommunications Equipment & Services	AT&T	A-80811
66	Tires and Tubes & Services	Goodvear Tire & Rubber	A-82527
67	Tires and Tubes & Services	Bridgestone Americans Inc	A-82528
68	Vehicles Sport Utility (Suv)	Bever Ford LLC	A-83013
69	Vehicles, Sport Utility (Suv)	Hertrich Fleet Services	A-83011

70	Vehicles, Trucks, Class 2, Pickup/Utility w/snow plow option	Chas S Winner Inc. – Dba Winner Ford	A-88726
71	Vending Machine Product sales and related services - CBVI	Universal Vending	A-83672
72	Video Teleconferencing Equipment & Services	Video Corp of America	A-81124
73	Video Teleconferencing Equipment & Services	Tele-Measurements	A-81123
74	Video Teleconferencing Equipment & Services	York Telecom Corporation	A-81125
75	Water Treatment & Maint Services (Heating	Scientific Boiler Water Co	A-79581
76	Wireless Devices/Services	Verizon Wireless	A-82583
77	Wireless Devices/Services	AT&T & Mobility	A-82584
78	Radio Comm. Equip. & Assessment	New Jersey Busines Systems	A-83899
79	WSCA Computer Contract	Apple Computer	A-70259
80	WSCA Computer Contract	Lexmark International	A-74922
81	WSCA Computer Contract	Dell Marketing LP	A-70256
82	WSCA Computer Contract	Panasonic Corp of North	A-75583
83	WSCA Computer Contract	Hewlett Packard Co	A-70262
84	WSCA Computer Contract	IBM Corporation	A-70265
85	WSCA Computer Contract	Lenovo United States Inc	A-70263
86	WSCA Computer Contract	Oracle America Inc	A-70258
87	WSCA Computer Contract	Xerox Corp	A-74851
88	WSCA Computer Contract	Toshiba America Information	A-75582
89	WSCA Computer Contract	Kvovcera Document Solutions	A-74850
90	WSCA Computer Contract	FMC Corp	A-75580

RECOMMENDATION FOR AWARD OF BID

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statute Title 18A: 18A-37 the bid for _____ was advertised on _____;

WHEREAS, the bid package was completed by the District's Purchasing Agent. Included in the package were specifications for the bid, which were developed by _____ and reviewed by the District's _____;

WHEREAS, all bids that were received were opened and publicly read aloud by _____;

WHEREAS, the Board received the following response(s) from:

- 1) _____
- 2) _____
- 3) _____

WHEREAS, all responses were reviewed by _____ and resulted in a recommendation to award the contract to _____ in an amount not to exceed \$ _____;

WHEREAS, funds will be made available from account number _____;

NOW, THEREFORE, BE IT RESOLVED that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, award the contract to _____ in accordance with their low bid of \$ _____ for contract number _____.

**EAST ORANGE SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES**

199 Fourth Avenue

East Orange, New Jersey 07017-1026

Phone (862) 233-7300

Fax (973) 678-4987

Board Members

Bergson Leneus, President
Mustafa A. Brent, Vice President
Cameron B. Jones, Sr.
Joy B. Tolliver, Esq.
Terry Swanson Tucker
Jenabu C. Williams, MPA
Arthur L. Wright

Superintendent of Schools

Dr. Gloria C. Scott

Board Secretary/School Business Administrator

Mr. Victor R. Demming

Date: _____

**ABC Company
12 Main Drive
Anytown, USA 12345**

Attention: _____

Subject: **Award of Contract for:** _____ **#123**

Dear Sir or Madam:

Please be advised that the East Orange Board of Education, at its meeting held on _____ voted to award your company the contract for _____. This award is being made as a result of the bid opening that took place on _____.

Please do not honor any calls for purchase requests until you are sent an Authorized Purchase Order from the East Orange School District. **THE PURCHASE ORDER NUMBER MUST BE ON ALL INVOICES SUBMITTED FOR PAYMENT.**

Should you have any questions or concerns, please feel free to contact me at (973) 266-5742.

Very truly yours,

Craig Smith,
Asst. S.B.A.
ab

EMERGENCY PURCHASE/CONTRACTS (18A:18A-7)

A. Background

An actual emergency must exist. An “emergency” is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

B. Definition of Emergency

An emergency is a situation affecting the health or safety occupants of school property that requires the immediate delivery of articles or performance of service to alleviate the emergency.

C. Process in the Declaration of an Emergency

1. Superintendent of Schools Notified

The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. Written Requisition Filed with Board Secretary/School Business Administrator

A written requisition for the performance of work or the furnishing of materials is filed with the Board Secretary/School Business Administrator describing the following:

- i. Nature of emergency
- ii. Time of occurrence
- iii. The need for invoking the emergency statute

This written requisition must be certified by the employee in charge of the building, facility or the employee in charge of the equipment wherein the emergency occurred.

3. Award of Contract by Board Secretary/School Business Administrator

If the Board Secretary / School Business Administrator are satisfied that the emergency exists, the Board Secretary / School Business Administrator are, by State Law, authorized to award the contract.

4. Filing of Documents with State, and County by Board Secretary/School Business Administrator

In accordance with N.J.A.C. 6:26-3.16 the following documents must be filed with the Bureau of Facility Planning and the County Superintendent within three (3) days after awarding the contract or agreement;

- i. A copy of the contract or agreement
- ii. A copy of the certified written requisition
- iii. A copy of all documents pertaining to the emergency

5. Approval by the Board of Education

The Board of Education at its next regular Public Meeting shall review and approve said emergency purchase.

**Please see attachment (Appendix N)
Annual Procurement Register
(Current as of 11.24.15)**

NOTE: This spreadsheet lists all current vendors, as per our annual awarded bids, and also vendors that were awarded contracts through our various cooperative purchasing lead agencies (Ed-Data, Middlesex Regional Educational Services Commission, and Hunterdon County Educational Services Commission). All information listed may be subject to change, at various times during the year. Any bids listed that are due to expire are most likely in the process of being renewed. If at any time you need assistance or clarification on the information provided, please call Racquel Ferguson at (973) 266-5742, or my direct extension (28261).

Thank you,

RF

Requisition
DIVISION OF BUSINESS SERVICES

Req # 00020351

PO # 13004588

Date: 03/21/13

Bill To:

Vendor : 2645
RACQUEL C. FERGUSON

Ship To:

Division of Business Services
East Orange School District
199 4th Avenue
East Orange, NJ 07017

Contact: R. FERGUSON/PM

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		REIMBURSEMENT OF EXPENSES FOR MILEAGE, TOLL, MEALS AND GRATUITIES WHILE ATTENDING THE PUBLIC PURCHASING CONFERENCE HELD MAY 1 & 2, 2013 IN ATLANTIC CITY, NEW JERSEY. BOARD APPROVED MARCH 12, 2013.	99.50	99.50
		<u>Account No</u>	<u>Encumbrance</u>	
		13.11.000.251.580.028.020.0000	99.50	
			Freight	.00
			Total	99.50

Authorized By: _____

**PURCHASE ORDER**

**EAST ORANGE
BOARD OF EDUCATION**
715 Park Avenue
East Orange NJ 07017
(973) 266-5700 Phone
(973) 678-4987 Fax

PO #	13004588
PO DATE	04/15/13
REQ #	00020351
PAGE	1

THE PO# MUST APPEAR ON
ALL INVOICES, PACKAGES, AND
CORRESPONDENCE.

VENDOR	2645
RACQUEL C. FERGUSON	
John Doe address	

Division of Business Services
East Orange School District
199 4 th Avenue
East Orange, NJ 07017

		EMAIL		
PHONE #		CONTACT		
		SITE	DIVISION OF BUSINESS SERVICES	
SPECIAL INSTRUCTIONS				
QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL
1		REIMBURSEMENT OF EXPENSES FOR MILEAGE, TOLL, MEALS AND GRATUITIES WHILE ATTENDING THE PUBLIC PURCHASING CONFERENCE HELD MAY 1 & 2, 2013 IN ATLANTIC CITY, NEW JERSEY. BOARD APPROVED MARCH 12, 2013.	99.50	99.50
		Freight		0.00
		Total		99.50
		***** For EAST ORANGE BOARD OF EDUCATION use only 13.11.000.251.580.028.020.0000		99.50

**INSTRUCTIONS AND CONDITIONS OF THIS
PURCHASE ORDER ARE STATED ON BOTH SIDES**

Victor R. Desmaring
CONTRACTING AGENT AUTHORIZATION

RECOMMENDATION FOR AWARD OF CONTRACT

WHEREAS, pursuant to the New Jersey Statutes 18A:18A-10 and the Public School Contract Law, any Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such material, supplies goods, services or equipment entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, it is beneficial for the East Orange Board of Education to purchase through the State Division of Purchase and Property with various vendors; and

WHEREAS, the _____ wishes to purchase _____ from _____, State Contract #A _____ in the amount of \$ _____; and

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the purchase of _____ from _____, State Contract # A- _____ in the amount of \$ _____. (Attachment)

RECOMMENDATION FOR AWARD OF PURCHASE EXCEEDING THRESHOLD

WHEREAS, pursuant to the New Jersey Statutes 18A:18A-5 and the Public School Contract Law, any purchase, contract or agreement of the character described may be made, negotiated or awarded by the Board of Education by resolution at a public meeting without public advertising for bids and bidding therefore if the subject matter thereof falls under N.J. statute 18A:18A-5, Exceptions to requirement for advertising; and

WHEREAS, the _____ wishes to purchase _____ from _____, in the amount of \$ _____; and _____

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools approve the purchase of _____ from _____, in the amount of \$ _____ (Attachment)

CONTRACTING OF CONSULTANT FORM

Please provide the information being requested below and attach this sheet to your requisition for processing.

- 1) Specific objectives to be accomplished by the consultant:

- 2) Specific tasks to be performed:

- 3) Procedures to be used in carrying out the task:

- 4) Target dates for the completion of tasks:

- 5) Method to be used to report results to the Board and/or to deliver any “product” to the Board:

- 6) Attach a letter from the District’s Attorney that indicates that they have reviewed the proposal.

AUG-29-2012 15:31

PURCHASING_DEPT

19736764821 p.001/001

Appendix S

ST-4 (c-00.R-121)	State of New Jersey DIVISION OF TAXATION SALES TAX FORM ST-4	PURCHASER'S NEW JERSEY CERTIFICATE OF AUTHORITY NUMBER 22-75-0164-F
ELIGIBLE NONREGISTERED PURCHASER: SEE INSTRUCTIONS		

EXEMPT USE CERTIFICATE

To be completed by purchaser and given to and retained by seller.
 Purchaser read and comply with the instructions given on both sides of this certificate.

TO _____ Date _____
(Name of Seller)

Address _____ City _____ State _____ Zip _____

The undersigned certifies that there is no requirement to pay the New Jersey Sales and/or Use Tax on the purchase or purchases covered by this Certificate because the tangible personal property or services purchased will be used for an exempt purpose under the Sales & Use Tax Act.

The tangible personal property or services will be used for the following exempt purpose:

Educational

The exemption on the sale of the tangible personal property or services to be used for the above described exempt purpose is provided in subsection N.J.S.A. 54:328-1 8-14 (See reverse side for listing for principal exempt uses of tangible personal property or services and fill in the block with proper subsection citation).

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Exempt Use Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears under the penalties for perjury and false swearing that all of the information shown in this Certificate is true.

East Orange Board of Education

NAME OF PURCHASER 199 Fourth Avenue, East Orange, NJ 07017 <small>(Address of Purchaser)</small>	<small>(See restrictions with the New Jersey Division of Taxation)</small>
--	--

By _____ Purchasing Agent _____
(Signature of owner, partner, officer of corporation, etc.) (Title)

MAY BE REPRODUCED
 (front & Back Required)

PURCHASING SYMBOLS FOR AUTHORIZATION

UBT	Under Bid Threshold
UQT	Under Quote Threshold
B	Bid
SC	State Contract
Q	Quotations
G	Government Agency Vendor
T	Tuition
TVI	Title VI – Early Childhood Program

Exceptions:

1. Professional Services
2. EUS-Extraordinary un-specifiable services – Negotiated Agreements, Artist-services which cannot reasonably be described by written specification
3. Employees work
4. Printing of Legal Notices
5. Library and educational goods and services, means textbooks, copyrighted materials, student produced publications and services, incidental thereto, including but not limited to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials, and specialized computer software used as a supplement of in lieu of textbooks or reference material.
6. Food Supplies
7. Public Utility
8. Printing of Bonds and Documents
9. Equipment Repairs-EUS
10. Insurance and Consultant Services
11. Publish Legal Notices
12. Artifacts-items of unique intrinsic, artistic or historic character
13. Election Expenses
14. Disabled Workers
15. Expenses for travel and conferences
16. Goods or services for the support or maintenance of proprietary computer hardware and software
17. Purchase of goods and services at rates set by the Universal Service Fund
18. Student services
19. Food services
20. Vending machines

N.J. Department of Treasury- Division of Revenue, On-Line Inquiry

Appendix U

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	LERRO ENTERPRISES, INC.
Trade Name:	
Address:	437MAIN ST EAST ORANGE, NJ 07018-3211
Certificate Number:	0065700
Effective Date:	January 15, 1973
Date of Issuance:	August 29, 2012

For Office Use Only:
20120829155830123

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency.

It is not intended to be provided to contractors. What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, and s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfnmenu.shtml).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, they list all legislative districts in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.

f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.

5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- Any State, county, or municipal committee of a political party
- Any legislative leadership committee*
- Any continuing political committee (a.k.a., political action committee)
- Any candidate committee of a candidate for, or holder of, an elective office:
 - O of the public entity awarding the contract
 - O of that county in which that public entity is located
 - O of another public entity within that county
 - o or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- All principals, partners, officers, or directors of the business entity or their spouses
- Any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the

Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the

specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:	State:	Zip:	

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if disclosure is provided in electronic form.

Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

Page ____ of ____

Vendor Name:

[illegible]

Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution
Disclosure**

N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{ County Executive }

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

USER SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD
FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED,
CUSTOMIZABLE FORM.

STOCKHOLDER DISCLOSURE CERTIFICATION**Name of Business:**

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership
Proprietorship

☐ Corporation

☐ Sole

☐ Limited Partnership
Partnership

☐ Limited Liability Corporation

☐ Limited Liability

☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ____ day of _____, 2
—.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

**BOARD OF EDUCATION EAST
ORANGE, NEW JERSEY**

MILEAGE FORM

MONTH _____

SCHOOL YEAR _____

NAME _____

TITLE _____

SCHOOLS and/or SERVICES

(List all in-city travel together. List visits and approved trips separately)

Days	(A) WITHIN CITY	MILEAGE (B) OUTSIDE OF CITY (where?)	TOTAL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
TOTAL			_____

SIGNATURE _____

ADMINISTRATIVE APPROVAL _____

PLEASE NOTE Mileage forms must be submitted at the end of each month for the amount of mileage traveled that month.

MONDAY



TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Milk offered daily with lunch: Low Fat, Skim, and Low Fat Chocolate.

5	6	7	8	9
<p>Chicken Patty</p> <p>Cheese Burger Wrap Turkey & Cheese Sandwich Yogurt Boat</p> <p>Sweet Potato Bites</p> <p>Romaine Tossed Salad</p> <p>Fresh Fruit & Fruit Cup</p>	<p>Popcorn Chicken Bowl w/ Mashed Potatoes & Gravy</p> <p>Grilled Ham & Cheese Turkey & Cheese Sandwich Yogurt Boat</p> <p>Roasted Corn Romaine Tossed Salad Fresh Fruit & Fruit Cup Asst. 100% Juice Cup</p>	<p>Cheese Ravioli w/ Garlic Bread</p> <p>Cheeseburger Wrap Turkey & Cheese Sandwich Yogurt Boat</p> <p>Broccoli Florets</p> <p>Romaine Tossed Salad</p> <p>Fresh Fruit & Fruit Cup</p>	<p>Crispy Chicken Fajita Tacos</p> <p>Grilled Ham and Cheese Turkey & Cheese Sandwich Yogurt Boat</p> <p>Refried Beans Carrot Sticks w/ dip Romaine Tossed Salad Fresh Fruit & Fruit Cup Asst. 100% Juice Cup</p>	<p>Cheese Burger Wrap</p> <p>Fish Nuggets w/Dinner Roll</p> <p>Turkey & Cheese Sandwich Yogurt Boat</p> <p>Green Beans Romaine Tossed Salad Fresh Fruit & Fruit Cup</p>

12	13	Menu subject to change 14	15	16
School Closed	<p>Chicken Nuggets w/ Mashed Potatoes Corn Dog</p> <p>Turkey Ham & Cheese Hero</p> <p>Asian Chicken Salad Bagel Boat</p> <p>Sweet Peas Spinach Tossed Salad Fresh Fruit & Fruit Cup Asst. 100% Juice cup</p>	<p>Turkey Taco w/ Brown Rice</p> <p>Bistro Burger</p> <p>Turkey Ham & Cheese Hero</p> <p>Asian Chicken Salad Bagel Boat</p> <p>Steamed Broccoli</p> <p>Spinach Tossed Salad</p> <p>Fresh Fruit & Fruit Cup</p>	<p>Minh Orange Chicken w/ Brown Rice Corn Dog</p> <p>Turkey Ham & Cheese Hero</p> <p>Asian Chicken Salad Bagel Boat</p> <p>Carrot Sticks w/ Hummus</p> <p>Spinach Tossed Salad</p> <p>Fresh Fruit & Fruit Cup Asst. 100% Cup Juice</p>	<p>Big Daddy Handtossed Pizza</p> <p>Bistro Burger</p> <p>Turkey Ham & Cheese Hero</p> <p>Asian Chicken Salad Bagel Boat</p> <p>Steamed Green Beans</p> <p>Spinach Tossed Salad</p> <p>Fresh Fruit & Fruit Cup</p>

19	20	21	22	23
<p>Grilled Cheese Melt</p> <p>Quesadilla Burger</p> <p>Inside Out Wrap w/Tortilla Chips</p> <p>Chicken Caesar Salad Green Beans</p> <p>Romaine Tossed Salad</p> <p>Fresh Fruit & Fruit Cup</p>	<p>Chicken Strips w/ Dinner Roll</p> <p>Bacon Cheese Burger Inside Out Wrap w/Tortilla Chips</p> <p>Chicken Caesar Salad</p> <p>Potato Wedges</p> <p>Romaine Tossed Salad</p> <p>Fresh Fruit & Fruit Cup Asst. 100% Juice Cup</p>	<p>Inservice Day</p> <p>School Closed</p>	<p>Crazy Turkey Nachos</p> <p>Quesadilla Burger</p> <p>Inside Out Wrap w/Tortilla Chips</p> <p>Chicken Caesar Salad Black Beans</p> <p>Red Pepper Strips w/ dip</p> <p>Romaine Tossed Salad</p> <p>Fresh Fruit & Fruit Cup Asst. 100% Juice Cup</p>	<p>Pizza Cheese 4x6</p> <p>Bacon Cheese Burger Inside Out Wrap w/Tortilla Chips</p> <p>Chicken Caesar Salad</p> <p>Peas & Carrots</p> <p>Romaine Tossed Salad</p> <p>Fresh Fruit & Fruit Cup</p>

26	27	28	29	30
<p>Cheese Quesadilla Chicken Patty w/ Ham Bun Chicken Caesar Wrap</p> <p>Chef Salad Cheese & Cracker Box Sweet</p> <p>Potato Fries Mixed</p> <p>Vegetables Spinach Tossed Salad Fresh Fruit & Fruit Cup</p>	<p>Popcorn Chicken Bowl w/ Mashed Potatoes & Gravy</p> <p>Spiral Dog</p> <p>Chicken Caesar Wrap</p> <p>Chef Salad Cheese & Cracker Box Corn</p> <p>Kernels</p> <p>Spinach Tossed Salad</p> <p>Fresh Fruit & Fruit Cup Asst. 100% Juice Cup</p>	<p>Baked Ziti w/Breadstick</p> <p>Chicken Patty w/ Ham Bun</p> <p>Chicken Caesar Wrap</p> <p>Chef Salad Cheese & Cracker Box Broccoli</p> <p>Florets Spinach</p> <p>Tossed Salad Fresh Fruit & Fruit Cup</p>	<p>Boneless Wing Bar w/Roll and Sauces</p> <p>Spiral Dog Chicken</p> <p>Caesar Wrap Chef Salad</p> <p>Cheese & Cracker Box</p> <p>BBQ Baked Beans</p> <p>Spinach Tossed Salad</p> <p>Fresh Fruit & Fruit Cup Asst. 100% Juice Cup</p>	<p>Round Galaxy Pizza</p> <p>Chicken Patty w/ Ham Bun</p> <p>Chicken Caesar Wrap</p> <p>Chef Salad Cheese & Cracker Box Cucumber</p> <p>Slices w/ dip Spinach Tossed Salad Fresh Fruit & Fruit Cup</p>

Commit to Making Every Monday A Healthier Start to the Week

Monday symbolizes the beginning of each week, a fresh start and the opportunity to begin something new. Much like when people make a New Year's resolution, people tend to use Monday as a day dedicated to health. A healthier start on a Monday often means a healthier week will follow.

To help students, staff and families create and maintain healthier behaviors, My Mondays, Sodexo's new educational campaign, will help promote healthy eating, physical activity, cooking and sustainable, earth-friendly behaviors.

This initiative has been modeled after the Mondays Campaign, which is a non-profit public health initiative associated with Johns Hopkins, Columbia and Syracuse Universities that dedicates the first day of every week to health. Every Monday, individuals and organizations across the globe join together to commit to the healthy behaviors that can help end chronic preventable diseases.

For more information on the Mondays Campaign, please visit <http://www.mondaycampaigns.org/>.



Sodexo is committed to promoting healthier food choices and encourages students and families to use the USDA MyPlate to build healthy and balanced meals.

www.liftoffplayground.com

BREAKFAST MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			French Toast w/ Syrup	Egg & Cheese Omelet w/ Diced Potato Stuffed
Pancakes w/ Turkey Sausage Patty & Syrup	Egg Patty w/ Turkey Sausage and English Muffin	Waffles w/ Syrup	French Toast Sticks w/ Syrup	Pancake Sandwich
School Closed	Egg Omelet w/ Hashbrowns	Waffles w/ Syrup	French Toast w/ Syrup	Egg & Cheese Omelet w/ Diced Potato Stuffed
Pancake w/ Turkey Sausage & Syrup	Egg Omelet w/ Hashbrowns and English Muffin	School Closed	French Toast w/ Syrup	Pancake Sandwich
Pancake w/ Syrup	Egg Patty w/ Cheese and English Muffin	Waffles w/ Syrup	French Toast Sticks w/ Syrup	Egg & Cheese Omelet w/ Diced Potato Stuffed

Fresh Pick Recipe

APPLE AND CARROT SAUTÉ

- 1 ½ Tbsp olive oil
- ¼ c onion (small dice)
- ½ c celery (sliced thin)
- 2 c carrots (1" slices)
- 1 c plus 2 Tbsp water (divided)
- 1 ½ c apples (unpeeled/tart/large dice)
- 1 Tbsp honey
- 2 Tbsp orange juice
- 1 Tbsp cornstarch
- salt and pepper to taste
- 2 Tbsp parsley (sliced)

1. Prepare ingredients as directed.
2. In medium saucepan sauté onions and celery in the olive oil for 2 minutes until tender.
3. Add 1 C water and the carrots to the pan and simmer until carrots are crisp but tender.
4. Drain any remaining water. Add apples, honey and orange juice to the carrots and sauté for 5 minutes.
5. Combine the cornstarch with the remaining 2 T water and add to the pan.
6. Add salt and pepper to taste.
7. Bring to a medium boil and then simmer for 2 minutes. Garnish with parsley and serve.



Offered Daily: Choice of Milk. Cereal w/ Graham, Bagel w/ Cream Cheese, Muffin w/ Margarine & Jelly.



October 2015 Breakfast

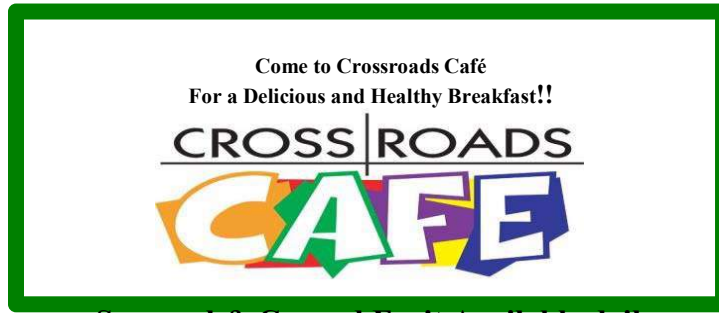
Come to Did You Know Café
For a Delicious and Healthy Breakfast!!



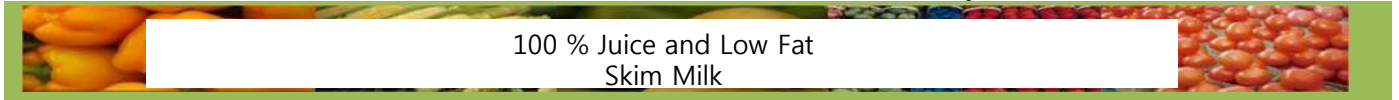
100% Juice, Asst. Fresh or Fruit Cup and Milk available

			01 Eggs & Hashbrowns Muffin Bagel Yoagurt Parfait Cereal Pop-tart	02 Waffles w/ syrup Muffin Bagel Yogurt Parfait Cereal Pop-tart
05 Pancakes w/ Turkey Sausage & Syrup Muffin Bagel Yogurt Parfait Cereal Pop-tart	06 Egg, Cheese Omelet on an English Muffin Muffin Bagel, Yogurt Parfait Cereal Pop-tart	07 French Toast w/ Turkey Sausage Muffin Bagel Yogurt Parfait Cereal Pop-tart	08 Eggs & Hashbrowns Muffin Bagel Yoagurt Parfait Cereal Pop-tart	09 Waffles w/ syrup Muffin Bagel Yogurt Parfait Cereal Pop-tart
12 School Closed	13 Egg & Cheese Omelet w/ Biscuit Muffin Bagel Yogurt Parfait Cereal Pop-tart	14 French Toast Stick Muffin Bagel Yogurt Parfait Cereal Pop-tart	15 Stuffed Pancake Sandwich Muffin Bagel Yogurt Parfait Cereal Pop-tart	16 Waffles w/ syrup & Muffin Bagel Yogurt Parfait Cereal Pop-tart
19 Pancakes w/ Turkey Sausage & Syrup Muffin Bagel Yogurt Parfait Cereal Pop-tart	20 Egg & Cheese Omelet w/ Hashbrown Patty Muffin Bagel Yogurt Parfait Cereal Pop-tart	School Closed	22 Stuffed Pancake Sandwich Muffin Bagel Yogurt Parfait Cereal Pop-tart	23 Waffles w/ syrup & Muffin Bagel Yogurt Parfait Cereal Pop-tart
26 Pancakes w/ Turkey Sausage & Syrup Muffin Bagel Yogurt Parfait Cereal Pop-tart	27 Egg & Cheese Omelet On an English Muffin Muffin Bagel Yogurt Parfait Cereal Pop-tart	28 French Toast Sticks Muffin Bagel Yogurt Parfait Cereal Pop-tart	29 Stuffed Pancake Sandwich Muffin Bagel Yogurt Parfait Cereal Pop-tart	30 Waffles w/ syrup & Muffin Bagel Yogurt Parfait Cereal

Breakfast October 2015



Seasonal & Canned Fruit Available daily



Yolanda Shivers General Manager (973) 414-6031			Eggs & Hashbrowns Muffin Bagel Yogurt Parfait Cereal Poptart	Waffles w/ syrup Muffin Bagel Yogurt Parfait Cereal Poptart
Pancakes w/ syrup Muffin Bagel Yogurt Parfait Cereal Poptart	Egg & Cheese Omelet on an English Muffin Muffin Bagel Yogurt Parfait Cereal Poptart	French Toast w/ turkey sausage Muffin Bagel Yogurt Parfait Cereal Poptart	Eggs & Hashbrowns Muffin Bagel Yogurt Parfait Cereal Poptart	Waffles w/ syrup Muffin Bagel Yogurt Parfait Cereal Poptart
School Closed	Egg & Cheese Omelet w/ biscuit Muffin Bagel Yogurt Parfait Cereal Poptart	French Toast Stick w/ Turkey Bacon Muffin Bagel Yogurt Parfait Cereal Poptart	Stuffed Pancake Sandwich Muffin Bagel Yogurt Parfait Cereal Poptart	Waffles w/ syrup Muffin Bagel Yogurt Parfait Cereal Poptart
Pancakes w/ syrup Muffin Bagel Yogurt Parfait Cereal Poptart	Egg & Cheese Omelet w/ hashbrown patty Muffin Bagel Yogurt Parfait Cereal Poptart	French Toast w/ syrup And turkey sausage Muffin Bagel Yogurt Parfait Cereal Poptart	Egg & Cheese Breakfast Burrito Muffin Bagel Yogurt Parfait Cereal Poptart	Waffles w/ syrup & Muffin Bagel Yogurt Parfait Cereal Poptart
Pancakes w/ syrup Muffin Bagel Yogurt Parfait Cereal Poptart	Egg & Cheese Omelet on an english muffin Muffin Bagel Yogurt Parfait Cereal Poptart	French Toast Sticks Muffin Bagel Yogurt Parfait Cereal Poptart	Egg & Cheese Breakfast Burrito Muffin Bagel Yogurt Parfait Cereal Poptart	Waffles w/ syrup Muffin Bagel Yogurt Parfait Cereal Poptart

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department To file a complaint of discrimination write U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9420, by fax (202) 690-7442 or email at program.intake@usda



Catering Menu 2015-2016



BREAKFAST

Continental Breakfast \$5.00 pp
(Assorted Pastry, Bagels & Muffins w/ Gourmet Coffee & Tea, and Juice)

Continental Breakfast with Fruit \$7.75 pp
(Add a fresh cut seasonal fruit platter to the continental)



Hot Breakfast with One Meat \$7.25pp
(Eggs, Bacon or Sausage, Grits or Oatmeal, Assorted Breads, Coffee & Tea, and Juice)

Hot Breakfast with Two Meats \$8.00 pp
(Eggs, Bacon and Sausage, Grits or Oatmeal, Assorted Breads, Coffee & Tea, and Juice)



LUNCH

Pre-made Sandwich Platter \$7.50 pp
(Choice of two sides & beverages)
(Lettuce, tomatoes, pickles, onions, cheese and condiments)



Deli Buffet \$6.50pp
(Assorted Deli Meat, Tuna, Chicken Salad & Choice of two sides & beverages)
(Lettuce, tomatoes, pickles, onions, cheese and condiments)

DINNER/HOT STUFF

Hot Dinner with One Entrée \$9.00pp
With Two Entrée \$10.00pp
With Three Entrée \$11.00 pp
(Price include salad, two sides, choice of breads, assorted beverages and assorted desserts)

SIDES: (Include but not limited to these items)

- * Rice (White, Bean & Rice, Yellow Rice)
- * Mashed Potatoes
- * Potato Salad
- * Macaroni Salad
- * Veggie (Green Beans, Broccoli, Corn, Carrots)
- * Seasoned Potatoes
- * Collard Greens
- * Yams

Entrée : (Include but not limited to these items)



- * Chicken (Baked, Fried, BBQ)
- * Pasta Bar
- * Lasagna
- * Tilapia (Baked, Fried)

ALa Carte Items (Serves 25)

Chicken Wings \$55.00
Garden Salad \$25.00
Macaroni Salad \$25.00
Pasta Salad \$25.00
Potatoes Salad \$25.00

Desserts (per Items)

Dessert bar \$4.00pp
(Assorted desserts, coffee and drinks)
Dessert Bar with Fruit \$6.00 pp
Cookies and 4 oz. Juice \$2.25pp



Beverage (8 oz water and Assorted Snapple Juices)

- * Please notes the cost of event's rentals not included (linen, flowers, and special items) in the price.
- * Additional Cost on WEEKEND & EVENT after 5:00pm



Catering Menu



ALA CARTE SNACKS

FRESH BAKED COOKIES



\$4.00/DZ

POTATO CHIPS, PRETZELS OR CHIPS & SALSA

\$1.50 pp

PLATTERS

FRESH FRUIT PLATTER

(Assortment of cut seasonal fresh fruit)

\$3.00 pp

FRESH VEGGIE PLATTER

(Assortment of fresh vegetables w/ Dip)

\$2.75pp

CHEESE & CRACKER TRAY



\$2.50pp

CHEESE, MEAT & CRACKER TRAY

\$3.75pp

* Please notes the cost of event's rentals not included (linen, flowers, and special items) in the price.

* Additional Cost on WEEKEND & EVENT after 5:00pm

Required Approvals Needed for Requisition Processing

Dollar Amount	Required Signatures
Up to \$500.	Principal Purchasing Agent Assistant SBA School Business Administrator
\$501. - \$999.	Principal/Director Purchasing Agent Assistant Superintendent (For Schools ONLY) Assistant SBA School Business Administrator
\$1000. And up	Principal/Director Purchasing Agent Superintendent Assistant SBA School Business Administrator

Once a requisition is created by the initiator in the ALIO System, it is then forwarded to the following:

1. Immediate Principal (Schools) or Supervisor (Administration) for approval
2. PAP- Craig Smith, Acting ASBA (who will check for accuracy of account codes, whether the purchase is subject to a state contract vendor, or can be obtained through one of our approved purchasing cooperatives, and to assure that the requisition does not exceed the bid threshold.
3. PUR – Craig Smith, ASBA
4. The requisition will then go to ASUP – Dr. Deborah Harvest
5. If the dollar amount is over \$1000, the requisition will go to – SUP – Dr. Gloria Scott
6. Final approval of the requisition after all signatures – MGR – Mr. Victor R. Demming, SBA

EAST ORANGE SCHOOL DISTRICT REQUEST
FOR ELECTRONIC DEVICE FORM

APPENDIX Z

Please provide the following information about the staff member *receiving* the device.

Name/Title: _____

Dept./School: _____

Type of equipment:

Laptop

Cell phone

Aircard

Tablet

Reason for request:

Please print your name clearly below.

Assistant Superintendent/Director/Principal's Name

Signature

Date

Approval Status:

Approved

Denied

Reason for denial:

Does not fit criteria

Rationale is not sufficient

Other_____

VICTOR R. DEMMING
BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

Date: _____