

**The East Orange Board of Education will be conducting a  
Workshop for Minority and Local Vendors Entitled:  
How to do Business with the East Orange Board of  
Education (EOBOE)**



**When:** Wednesday, April 26, 2017 Beginning at 6:00 pm

**Where:** 199 4<sup>th</sup> Ave., East Orange, NJ 07017 Conference  
Room A, 5<sup>th</sup> Fl.

**PURPOSE:**

- To inform local business owners on how to become an approved vendor with the EOBOE.
- Increase awareness of the various resources available for small business owners via the internet.

**Note: This FREE workshop will be approximately 2 hours long.**

**TOPICS TO BE DISCUSSED WILL INCLUDE:**

- How to become a certified minority vendor with the State of New Jersey.
- How to fill out the various forms included but not limited to a bid package.
- How to navigate our website for potential business opportunities.
- Share useful information regarding other business related websites.
- Explain the difference between quotes and bids.
- Discuss the process for SDA (School Development Authority) for new schools.

**Also Featuring PNC Bank**

Topics to be discussed from PNC Bank:  
\*Merchant Services \*Business Accounts \*  
Credit Card Services and process \* Remote  
Deposits

Lisa Denise Ricks, Business Banking Center  
Manager (973) 414-2011

565 Main Street, East Orange, NJ 07017

**\*\*A LITE MEAL WILL BE SERVED\*\***

*If you are interested in attending, please RSVP  
by calling Audrey Young of the Purchasing  
Division @ (973) 266-5742 no later than 3:00 pm  
Wednesday, April 19, 2017*

*You may also email your RSVP to:  
a.blanc@eastorange.k12.nj.us*

**Please bring Business Cards**