

# **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, please bring business cards.

## **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

*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*

[www.EastOrange.k12.nj.us](http://www.EastOrange.k12.nj.us)