

# Bridgeton Public Schools

Purchasing Office  
Bank Street Administration Building  
41 Bank Street  
P.O. Box 657  
Bridgeton, NJ 08302-2001

April 21, 2016

TO: ALL BRIDGETON BOARD OF EDUCATION VENDORS

**UNAUTHORIZED ORDERS**

## Official Notification

### Authorized Purchases

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

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

### Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

### Vendor's Responsibility

- **Do NOT Honor Requests!**

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

- **Contact the Business Office!**

Please alert the Purchasing Department at (856) 455-8030 x2048 or x2049 if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

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

### Authorized Signatures

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

**Nicole M Albanese, School Business Administrator/Board Secretary**