



ORANGE TOWNSHIP PUBLIC SCHOOLS
Administration Building
451 Lincoln Avenue Orange, New Jersey 07050
Tel: (973) 677-4190 Fax: (973) 673-0535
Website: <http://www.orange.k12.nj.us>

Mr. Ronald C. Lee
Interim Superintendent of Schools

Adekunle O. James
Business Administrator/Board Secretary

TO: All Vendors

FROM: Adekunle James
Business Administrator/Board Secretary

DATE: September 15, 2018

RE: **UNAUTHORIZED ORDERS**

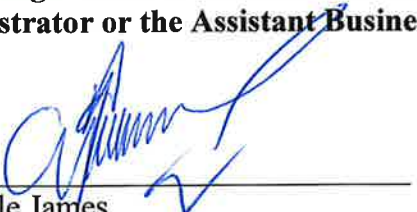
The Orange Board of Education purchases its supplies, materials and services through an **approved-signed Purchase Order**.

Please, **DO NOT** honor or fill any order placed by a Board of Education employee unless a signed purchase order or facsimile complete with a purchase order number (# is located in the upper right-hand corner) accompanies the request. On the reverse side of this letter is a listing of the district schools/departments for your reference.

Please, alert our Business Office at (973)677-4190, if any employee attempts to place an order without an authorized purchase order.

THE ORANGE BOARD OF EDUCATION WILL NOT BE HELD RESPONSIBLE FOR ANY UNAUTHORIZED ORDERS AND/OR PURCHASES.

The Orange Board of Education will only recognize purchase orders with the signature of the Business Administrator or the Assistant Business Administrator:



Adekunle James
Business Administrator/Board Secretary



Akin Ayodele
Asst. Business Administrator/Asst. Board Secretary



RONALD C. LEE, INTERIM SUPERINTENDENT OF SCHOOLS

ORANGE BOARD OF EDUCATION

ORANGE, NEW JERSEY 07050

451 LINCOLN AVENUE

TEL: 973-677-4040 / FAX: 973-677-2518



ADEKUNLE O. JAMES, BUSINESS ADMINISTRATOR

TEL: 973-677-4190 / FAX: 973-673-0535

DR. PAULA E. HOWARD, DEPUTY SUPT.

TEL: 973-677-4005 / FAX: 973-677-2509

SHEBRA JONES-DISMUKE, HUMAN RESOURCE TALENT OFFICER

TEL: 973-677-4020 / FAX 973-677-2593

SCHOOLS	ADDRESS	PRINCIPALS	TELEPHONE (973)	FAX (973)
ORANGE HIGH SCHOOL	400 LINCOLN AVE	JASON BELTON	677-4050	677-4069
ORANGE PREPARATORY ACADEMY	400 CENTRAL AVENUE	DANA GAINES	677-4135	677-2439
CLEVELAND STREET	355 CLEVELAND STREET	ROBERT PETTIT	677-4100	676-8492
	OUR LADY OF THE VALLEY(OLV)			
FOREST STREET COMMUNITY SCHOOL	651 FOREST STREET	YANCISCA COOKE, ED.D.	677-4120	676-5387
HEYWOOD AVENUE	421 HEYWOOD AVENUE	FAITH ALCANTARA	677-4105	672-2107
LINCOLN AVENUE	216 LINCOLN AVENUE	ARETHA MALLOY	677-4130	414-0328
OAKWOOD AVENUE COMMUNITY SCHOOL	135 OAKWOOD AVENUE	DENISE WHITE	677-4095	674-8015
PARK AVENUE	231 PARK AVENUE	MYRON HACKETT, ED.D.	677-4124	414-6433
ROSA PARKS COMMUNITY SCHOOL	369 MAIN STREET	DEBRA JOSEPH-CHARLES	677-4515	675-0925
			677-4110	677-1838
APEX				
ACADEMY FOR PUPIL EXCELLENCE, ENGAGEMENT & EXPLORATION	123 CLEVELAND STREET	CAYCE CUMMINS, ED.D.	EXT.1701	
ORANGE EARLY CHILDHOOD CENTER	397 PARK AVENUE	JACQUELYN BLANTON	EXT 1901	395-8958
SCHOLARS ACADEMY <i>FORMERLY MT. CARMEL</i>	268 CAPUCHIN WAY	KAREN MACHUCA	EXT.1801	
STEM INNOVATION ACADEMY OF ORANGE	445 SCOTLAND ROAD	ERICA STEWART, ED.D.	EXT:1501/02	
	SOUTH ORANGE, NJ			