



ORANGE TOWNSHIP PUBLIC SCHOOLS

Administration Building

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Website: <http://www.orange.k12.nj.us>

Mr. Ronald C. Lee
Superintendent of Schools

Adekunle O. James
Business Administrator/Board Secretary

PURCHASE ORDER CONDITIONS

1. A local school district is a tax-exempt organization under the law. It is exempt from all federal, state and municipal sales and other taxes. Therefore, a tax-exempt permit and number are not required.
2. The purchase order is not valid unless it has a purchase order number and has been signed by the Business Administrator/Board Secretary or the Assistant Business Administrator. The Board will not be liable for goods, materials or services furnished without a valid purchase order.
3. Vendor is responsible for notifying the district, prior to shipment, if the total order exceeds the authorized purchase order amount.
4. Payment will be made only when (a) the order has been received; (b) the items have been verified against the original order and accepted by the district; (c) the vendor has completed the claimant's certification and declaration section of the purchase order and returned along with the related services; and (d) after Board approval (Board Meetings held once a month, schedule in on the reverse side).
5. The Board will not honor late payment charges.
6. Make a separate invoice for each order.
7. Deliveries are only accepted during the hours of 9:00 AM and 3:00 PM.
8. Do not make any shipment "COLLECT." Prepay transportation charges and include amount on the bill unless otherwise agreed and reflected on purchase order.
9. The Board reserves the right to cancel the purchase order if reasonable shipment cannot be made.
10. Purchase Order number must appear on all packages, invoices, correspondence, and any other reference to this order.
11. All chemical products must include material safety data sheets labeled with ingredients and Chemical Abstract Service (C.A.S.) numbers.
12. The required items ordered must be labeled in compliance with the New Jersey Right to Know Law. The Board reserves the right to refuse any item not in compliance.
13. Vendor acceptance of the purchase order certifies compliance with Federal and State regulations regarding equal employment opportunity without regard to race, creed, color, national origin, age or sex.

Orange Board Of Education
Business Office

PURCHASE ORDER PAYMENT SCHEDULE
2013-2014
School Year

Please return **invoices and signed vouchers** to be paid at the board's monthly meeting, by the following due dates, to the Business Office.

Plan accordingly. **Any orders submitted after the deadline dates will be processed for the following month's meeting.**

<u>Monthly Meeting</u>	<u>Deadline Dates</u>
September 10, 2013	September 3, 2013
October 8, 2013	October 1, 2013
November 12, 2013	November 5, 2013
December 10, 2013	December 3, 2013
January 14, 2014	January 7, 2014
February 11, 2014	February 4, 2014
March 11, 2014	March 4, 2014
April 8, 2014	April 1, 2014
May 13, 2014	May 6, 2014
June 10, 2014	June 3, 2014