

# TRENTON BOARD OF EDUCATION

*“Children Come First, niños son primeros.”*

Ronald C. Lee  
Interim Superintendent of Schools



Jayne S. Howard  
School Business Administrator/  
Board Secretary

## MEMORANDUM

**TO:** ALL VENDORS

**FROM:** Jayne S. Howard  
Business Administrator/QPA/Board Secretary

**DATE:** July 1, 2020

**SUBJECT:** Unauthorized Orders

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### Authorized Purchases

The Trenton Board of Education only recognizes purchases made through the approved purchase order process. All purchases made by the Trenton Public School District require:

- Written Purchase Order
- Purchase Order Number; and an
- Authorized Signature – Jayne S. Howard

### 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.

### Vendors' Responsibility

- Do NOT Honor Request  
Vendors are not to honor or accept any requests for goods or services unless the vendor receives a written purchase order with authorized signature and a purchase order number.
- Contact the Business Office!  
Please alert Jayne S. Howard at 609.656.5464 or [jhoward@trenton.k12.nj.us](mailto:jhoward@trenton.k12.nj.us), if any Board employee attempts to place an order without an authorized purchase order.
- You will NOT Get Paid!  
The Trenton Board of Education will not be held responsible for any unauthorized orders or purchases.
- Authorized Signatures  
The Trenton Board of Education will only recognize purchase orders signed by:

*Jayne S. Howard*

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Jayne S. Howard  
Business Administrator/QPA/Board Secretary

### Recommendation of Purchases

It is the desire of the Trenton Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with 'N.J.S.A. 18A:18A-1 et. seq.

### Solicitation/Receipt of Gifts – Prohibited

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Trenton Board of Education or anyone proposing to do business with the Trenton School District.

## Vendor Responsibility

### Offer of Gifts, Gratuities — Prohibited

Any vendor doing business or proposing to do business with the Trenton Public School District, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Trenton Public School District or to any member of the official's or employees immediate family.

### Vendor Influence — Prohibited

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Trenton Public School District, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

### Vendor Certification.

Vendors or potential vendors will be asked to certify that no official or employee of the Trenton Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Trenton Board of Education.

### Contributions to Board of Education Members

#### Award of Contract — Reportable Contributions - N.J.A.C. 6A:23A-6.3(a) (1)

"No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one-year period."

#### Contributions During Term of Contract - Prohibited -- N.J.A.C. 6A:23A-6.3(a) (2) (3)

"Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district is prohibited during the term of the contract."

"When a business entity referred in (a) (2) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity."