

Evesham Township Board of Education

Memo To Vendors

To: ALL POTENTIAL VENDORS OF GOOD AND/OR SERVICES
From: John Recchinti, *School Business Administrator/Board Secretary*
Date: November 3, 2014
Re: Unauthorized Orders & Ethics in Purchasing

Unauthorized Orders

The Evesham Township Board of Education only recognizes purchase made through the approved purchase order process. All purchases are made by an approved purchase order with an authorized signature and a purchase order number. Please do not honor or accept any requests for goods or services unless the request is made through the approved purchase order with the signature of the District's Purchasing Agent. The Evesham Township Board of Education, through Board Resolution, has designated that Mr. John Recchinti act as the school district's purchasing Agent.

Please alert Ms. Dianne Snyder immediately at (856) 983-1800, Ext. 5040 or Snyderd@evesham.k12.nj.us if any Board employee attempts to place an order without an authorized purchase order.

Once a purchase order is received, do not permit any employee to add items to the order. The Evesham Township Board of Education will not be held responsible for any unauthorized orders or purchases. The Evesham Township Board of Education will only recognize purchase orders signed by:



John Recchinti
School Business Administrator/Board Secretary