



# *Perth Amboy Public Schools*

## **Administrative Headquarters Building**

178 Barracks Street  
Perth Amboy, NJ 08861  
(732) 376-6200

**TO: All Vendors, Current and Prospective:**

## **UNAUTHORIZED ORDERS**

### **Official Notification**

#### **Authorized Purchases**

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

- *Written Purchase Order;*
- *Purchase Order Number; and an*
- *Authorized Signature (Purchasing Agent)*

#### **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 Unauthorized Requests!**

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

- **Contact the Business Office!**

Please alert Michael LoBrace at [michlobrace@paps.net](mailto:michlobrace@paps.net) or 732-376-6200 extension 30120 if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

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

#### **Authorized Signatures**

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

Michael LoBrace  
**School Business Administrator/Board Secretary**

(Appendix E)