



MONTCLAIR PUBLIC SCHOOLS

BUSINESS OFFICE

22 VALLEY ROAD ~ MONTCLAIR, NEW JERSEY 07042
WWW.MONTCLAIR.K12.NJ.US

EMIDIO D'ANDREA

Business Administrator / Board Secretary

TO: All Vendors
FROM: Emidio D'Andrea
RE: Unauthorized Orders

The Montclair Board of Education purchases its supplies, materials and services through an approved signed purchase order. The purchase order number will appear in the upper right hand corner of the purchase orders.

Please do not honor or accept any requests for goods or services unless the request is made through a written purchase order with an authorized signature and an assigned purchase order number.

Once a purchase order is received by the vendor, items cannot be added to or changed without approval of the Business Office.

Please alert our office at (973)509-4050 if any employee attempts to place an order without an authorized purchase order.

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

The Montclair Board of Education shall only recognize purchase orders signed either by

A handwritten signature in blue ink, appearing to read 'Emidio D'Andrea', is written over a horizontal line.

Emidio D'Andrea, Board Secretary,
Business Administrator

ALL INVOICES SHOULD BE
MAILED TO:
MONTCLAIR BOARD OF EDUCATION
BUSINESS OFFICE
22 Valley Road
Montclair, NJ 07042
with School Voucher