

## **MEMORANDUM**

To: All School District Employees

Re: Purchasing Procedures

From **Damaris Gurowsky**, School Business Administrator/Board Secretary

### **AUTHORIZED PURCHASES**

The Denville Board of Education only recognizes purchases of goods and services made through the approved purchase order process. All purchases of goods and services must be made through the proper purchase order process as outlined in the school district Purchasing Manual.

### **UNAUTHORIZED PURCHASES**

Any school district employee who orders and/or receives any goods or services without first going through the approved purchase order process, has made an unauthorized purchase. Unauthorized purchases are a violation of the New Jersey Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq. and Board of Education Policy.

### **TRANSACTIONS ARE SUBJECT TO AUDIT**

The State of New Jersey conducts audits of the District's business practices. Failure to comply with State law, regulations and Board Policy, with respect to contracting with vendors, may place the district at risk for penalties and may in certain instances place individual liability on district employees.

If you have any questions about the district's purchasing practices, please do not hesitate to contact

**Damaris Gurowsky**  
School Business Administrator/Board Secretary  
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cc. Dr. Steven Forte, Superintendent of Schools