



**EAST BRUNSWICK PUBLIC SCHOOLS  
FINANCIAL SERVICES DEPARTMENT**

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**PURCHASE ORDER CONDITIONS**

1. A local school district is a tax-exempt organization under the law. It is exempt from all federal, state, and municipal sales and other taxes. Therefore, a tax-exempt permit and number are not required.
2. This order is not valid unless it has a purchase order number and has been signed by the Business Administrator/Board Secretary. The Board will not be liable for goods, materials, or services furnished without a valid purchase order.
3. Vendor is responsible for notifying the district, prior to shipment, if the total order exceeds the authorized purchase order amount.
4. Payment will be made only when, 1) the order has been received; 2) the items have been verified against the original order and accepted by the district; and 3) the vendor has completed the claimant's certification and declaration section of the purchase order and returned it along with related services.
5. The Board will not honor late payment charges.
6. Make a separate invoice for each order.
7. Deliveries are only accepted during the hours of 9:00 a.m. and 3:00 p.m.
8. All deliveries require inside delivery unless otherwise indicated on the order.
9. Do not make any shipments "COLLECT". Prepay transportation charges and include amount on bill unless otherwise agreed and reflected on the purchase order.
10. The Board reserves the right to cancel this order if reasonable shipment cannot be made.
11. Purchase order number must appear on all packages, invoices, correspondence, and any other reference to this order.
12. All chemical products must include material safety data sheets labeled with ingredients and C.A.S. numbers.
13. The required items ordered must be labeled in compliance with the New Jersey Right to Know Law. The Board reserves the right to refuse any item not in compliance.
14. The vendor shall maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.
15. Vendor acceptance of this order certifies compliance with Federal and State regulations regarding equal employment opportunity without regard to race, creed, color, national origin, age, or sex.