



IRVINGTON PUBLIC SCHOOLS  
Office of the Assistant  
Superintendent

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**Reggie Lamptey, CPA**  
*Assistant Superintendent for Business/  
Board Secretary*

One University Place, 4<sup>th</sup> Fl.  
Irvington, NJ 07111  
(973) 399-6800 x 2120 (973) 399-6855 fax

TO: All Vendors  
RE: **Unauthorized Orders**

Dear Vendor:

The Irvington Board of Education only recognizes purchases made through the approved purchase order process.

All purchases are made by a written 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 a written purchase order with an authorized signature and an assigned purchase order number.**

Once a purchase order is received, do not permit any employee to add items to the order. Please alert Rosie Crombie, Purchasing Manager at 973-399-6800, ext. 2143 if any Board employee attempts to place an order without an authorized purchase order.

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

The Irvington Board of Education will only recognize purchase orders signed by Reggie Lamptey, CPA, Assistant Superintendent of Business/Board Secretary.

Thank you for your cooperation.

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**Mr. Reginald Lamptey, CPA**  
**Assistant Superintendent for Business/Board Secretary**