



IRVINGTON PUBLIC SCHOOLS
**Office of the Assistant
Superintendent**

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

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

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.

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