

NO ORDER VALID  
UNLESS SIGNED  
BY BOARD SECRETARY

**Office of the Secretary  
PENNS GROVE - CARNEYS POINT  
REGIONAL BOARD OF EDUCATION  
100 IONA AVENUE  
PENNS GROVE, NEW JERSEY 08069  
Phone (856) 299-4250  
Fax (856) 299-5226**

PURCHASE ORDER	
<b>No.</b>	
DATE	
PAGE	OF

ALL INVOICES AND  
CORRESPONDENCE MUST BE  
SENT TO ABOVE ADDRESS  
REGARDLESS OF SHIPPING POINT

<b>TO</b>	
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<b>SHIP TO:</b>	
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VENDOR NUMBER	STATE CONTRACT NUMBER
VENDOR TELEPHONE	

ORDERED BY	LOCATION
SUBJECT AREA	

QTY	DESCRIPTION	UNIT PRICE	TOTAL COST

<b>INVOICES IN EXCESS OF THE PURCHASE ORDER TOTAL MAY REQUIRE A NEW PURCHASE ORDER - CALL WITH DISCREPANCIES</b>	SUB-TOTAL	
<i>PURSUANT TO N.J.S.A. 10:5-31 ET SEQ., ALL COMPANIES MUST COMPLY WITH AFFIRMATIVE ACTION REGULATIONS. 52:32-44(D) REQUIRES ALL VENDORS DOING BUSINESS WITH PUBLIC SCHOOL DISTRICTS PROVIDE PROOF OF A VALID NJ BUSINESS REGISTRATION CERTIFICATE.</i>	SHIPPING & HANDLING	
	<b>TOTAL</b>	

ACCOUNT NUMBER	AMOUNT CHARGED

Principal / Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Secretary, Board of Education \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**CLAIMANT'S SIGNED DECLARATION**

I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the entire articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one

**PAYMENT WILL BE MADE ONLY UPON RETURN OF SIGNED VOUCHER**    **X** \_\_\_\_\_ Date \_\_\_\_\_

THE ABOVE CLAIM WAS APPROVED AND ORDERED PAID.

*THE BOARD OF EDUCATION IS EXEMPT FROM NEW JERSEY SALES TAX UNDER SECTION 9(a)(1) OF CHAPTER 30 LAWS OF 1966.*

\_\_\_\_\_  
Date \_\_\_\_\_ Finance Committee