

**BOARD OF EDUCATION
RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT**

131 Yawpo Avenue, Oakland, New Jersey 07436
201-416-8100 (fax) 201-416-8123

RAMAPO HIGH SCHOOL
Franklin Lakes, N.J. 07417
201-891-1500

INDIAN HILLS HI SCHOOL
Oakland, N.J. 07436
201-337-0100

EIN NO. 22-6013502

TO: All Vendors
FROM: Business Administrator/Board Secretary Qualified Purchasing Agent
RE: **Unauthorized Orders**

The Ramapo Indian Hills Regional High School District only recognizes purchases made through the approved Purchase Order process. **There are no exceptions.**

All purchases are made by a Purchase Order, which includes authorized signatures as well as an assigned, valid Purchase Order Number. Purchases may not be made with a Requisition.

Please do not honor or accept any requests for goods or services unless the request is made through a written Purchase Order with authorized signatures and an assigned, valid Purchase Order Number.

Once a Purchase Order is received, do not permit any employee to add items to or otherwise change any other component to the order. Changes can only be authorized by the Purchasing Agent, Dora E. Zeno.

Please alert Karen Bailey at 201-416-8100, extension 3811 immediately if any Board employee attempts to place an order without an authorized Purchase Order.

The Ramapo Indian Hills Regional High School District will not be held responsible for any unauthorized orders or purchases.

The Ramapo Indian Hills Regional High School District will only recognize purchase orders signed by Dora E. Zeno, Interim Business Administrator/Board Secretary/Qualified Purchasing Agent.

Thank you for your cooperation.