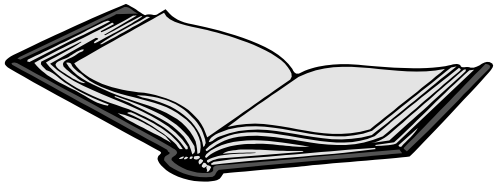
HOWELL TOWNSHIP PUBLIC SCHOOLS PURCHASING MANUAL

2019 – 2020



Prepared By:

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and

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Howell Public School District
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May, 2019

HOWELL TOWNSHIP PUBLIC SCHOOLS

Business Office
200 Squankum Yellowbrook Road
Farmingdale, New Jersey 07727

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POST OFFICE BOX 579
ADMINISTRATION BUILDING
200 SQUANKUM/YELLOWBROOK ROAD
HOWELL, N.J. 07731

Howell Township Public Schools

PROUD OF OUR SCHOOLS – CONCERNED FOR OUR CHILDREN

(732) 751-2480 ext. 3802
FAX (732) 938-3964

Office of Ronald Sanasac
Asst. Superintendent for School Business
Administration/Board Secretary
Purchasing Agent

TO: All District Employees

The purpose of this Purchasing Manual is to assist all Howell Township Board of Education (HTBOE) employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contract Laws Title 18A:18A, et. seq.;
- New Jersey Administrative Code N.J.A.C. 5:34 et. seq.;
- Board of Education Policy;
- Other federal, state law and code; and
- NJ QSAC
- Local Finance Notices – NJ Division of Local Government Services

The Purchasing Manual is designed to achieve three (3) goals:

1. Follow the law and Board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings through proper purchasing practices.

This manual should be reviewed with department heads, teachers, secretaries, and others who are involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to call the Purchasing Office, Extension 3802.

Thank you,

Ronald Sanasac,
Asst. Superintendent for
Business Administration/Board Secretary
Purchasing Agent

PURCHASE ORDER PROCEDURES

Authority to Purchase

The purchase of goods and/or services by a Board of Education is governed by state statutes, administrative code and board policy. New Jersey State Law (18A:18A-2(b)) assigns the authority to the Purchasing Agent to make purchases for the board of education.

The HTBOE by board resolution has authorized Mr. Ronald Sanasac to be the Purchasing Agent for the school district.

Authorized Purchases

Procurement of goods and/or services must adhere to the district purchase order process facilitated through Systems 3000.

A purchase order, pursuant to State Law (18A:18A-2v), is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service authorized to begin by any other individual in the school district other than the Purchasing Agent.

Unauthorized Purchases

Any HTBOE employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

Violations may result in disciplinary action and may also result in the employee being financially responsible for the purchase.

Corrective Action for Non-compliance

If the Purchasing Agent has determined that an unauthorized purchase has been made, a notice will be sent to the approving administrator. The Superintendent of Schools will be notified if warranted.

Miscellaneous:

Preview of Materials

All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.

Reimbursements; Employee

The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals, and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee without prior approval of the purchasing agent.

Corrective Action for Non-compliance (Continued)

Student Activity Accounts

Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Student Activity reimbursement requests must be submitted with approved voucher and original detail receipt; sales tax will not be reimbursed under any circumstances. If the vendor requires a tax exempt form, please request one from the Business Office and provide the vendor name, address, and description of items to be purchased.

A. ***Responsibilities of Originator of Purchase Order - Preparing a Purchase Order***

The person who prepares the purchase order has certain responsibilities before the order is approved by the administrator/supervisor. He/She is to ensure the following:

Purchase Orders are Entered into Systems 3000-- All purchase orders are to be created in Systems 3000.

1. **Vendor's Name/Address**—Since all Board checks are made payable to the vendor name, and many vendors have several locations, please make sure that you are selecting the correct vendor/location.

2. **Purchase Order Type** – Please select the correct purchase type through the drop down menu;
   - State Contract – Please include the state contract number in the body of the purchase order
   - Quote – Submit the Quotation Record form and copies of required documentation if necessary
   - Bid – These are items that have been formally bid by the Board Office
   - Co-Op - Cooperative Purchasing Agency (being purchased through Ed Data/MRESC)
   - Other – Proprietary, Professional Svcs., Mileage, Tuition Reimbursement, Misc.

3. **Description of Items, Services, Costs and Catalogue Numbers**--Items and/or services requested are to be described clearly with correct and up-to-date catalogue numbers and costs. Please use latest catalogues available. All items must be added to the purchase order. Typing "See Attached" is not acceptable.

4. **Shipping Costs**—Actual shipping and handling costs are to be determined prior to submitting the purchase order, added to all purchase orders, and included in total cost. Please read the catalogue or contact the vendor to determine the actual shipping and handling costs.

Estimated shipping costs will not be accepted. If there are no shipping and handling charges, type on purchase order: **"Shipping and Handling Included" *Please note that State Contract and CO-OP pricing do not charge Shipping and Handling on most items. Some larger sized items may incur shipping costs.**

5. **Delivery Address--Attention Of**--The delivery address should include a name of a person or a specific department.

6. **Delivery--Types Of--**The Howell Board of Education recognizes two (2) types of delivery.

   a. INSIDE DELIVERY

   Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building.

   b. SPOTTED DELIVERY

   Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building. Transportation carrier personnel or specialized individuals are responsible to then uncrate, setup, assemble items to determine

good working order and remove all debris to the satisfaction of the Howell Board of Education within five (5) working days. Please ensure that all purchase orders have the correct delivery designation.

7. **Minimum Order** -- the minimum order amount for all purchase orders is $25.00. Please try to plan and combine orders to exceed the $25.00 limit. Please verify that current catalogues and pricing are accurate. Please note: The Board of Education is exempt from paying New Jersey Sales Tax.

8. **Budget Account Number**--Please be sure the correct Budget Account Number is being used when submitting purchase orders.

9. **State Contract Orders**--When ordering through State Contract vendors please include the following information in the description on the purchase order:

    a. State Contract Number; **NOTE: Not all items from a state contract vendor are on state contract pricing.**

    b. Shipping and Handling Included.

10. **Quotations**--If quotations are obtained, please attach to the purchase order a copy of each written quotation received along with the Quotation Record Form.

11. **Bids/District Quotes**--If purchasing under a district bid or quote, please type the following in the body of the purchase order along with the description.

    a. Bid/Quote Date; and

    b. Bid/Quote Number

    c. Effective Dates

12. In Systems 3000 make sure to attach any rationale in the details tab. Once the purchase order is saved in Systems 3000 it will generate a purchase order number. Please include the purchase order # to any backup and mail the backup to the Business Office.

Purchase Order Rationale Administrators who submit purchase orders shall include a brief description and rationale in the scratch pad section of the purchase order.

2019-2020 Purchase Order Approval Process –Systems 3000 Fund Accounting Program is set up for various levels of approval. Once the purchase order is entered the first level approver will have access to review the purchase order and electronically approve. Administrators will have specific access to their accounts in order to approve purchase orders. Once the purchase orders have been approved electronically, the purchase order will be printed in the Business Office, all backup attached and mailed to the vendor.

- ***Computers, IT Supplies, Software, Electronics, Systems & Peripherals***

In addition to the above approval process any purchase of OIT or other electronic items must be reviewed by the Director of Information Technology for compatibility prior to initiating the procurement process.

The electronic approval levels in Systems 3000 are as follows:
Purchase Orders
***Principal/Supervisor**
***Assistant Superintendent**
***School Business Administrator**

Transportation/Maintenance
***Director**
***School Business Administrator**

Purchase Order Work Flow

B. ***Responsibilities of Administrator/Supervisor or Principal/Dept. Head – Reviewing a Purchase Order***

Administrators/Supervisors and Principals must ensure the following is reviewed before the purchase order is sent to the Assistant Superintendent or appropriate supervisor:

1. **Funds Available**
   Prior to entering the purchase order check to determine if *funds are available* in the appropriate budget line to process the purchase order.

2. **Purchase Order Completion**
   Check to determine that items 1-13 previously noted (Responsibilities of the Originator) have been *properly completed*.

3. **Purchase Order Rationale (Exceptions Noted)**
   Confirm Purchase Order Rationale information is entered into the Scratch Pad of the Purchase Order entry screen and adequately supports purchase.

4. **Originator Copy**
   Once all approvals are complete the originator copy of the purchase order will be sent to the office of the Administrator/Supervisor/Principal.

5. **Receiving Copy**
   Once the purchase order has been posted and mailed to the vendor, the Business Office will send the Receiving Copy of the purchase order back to the school or office. If you do not receive the Receiving Copy within two (2) weeks of signing the purchase order, please contact the Business Office.

C. ***Responsibilities of the Assistant Superintendent of Schools***

Upon the administrator's approval of the Purchase Order, the Superintendent or the Assistant Superintendent reviews and determines the educational or operational value of each purchase order. If after review it is determined to be a valid purchase, the Assistant Superintendent electronically approves the purchase order.

D**.** ***Responsibilities of Business Office***

The Purchasing Agent reviews each purchase order. Special attention is given to the following:

1. **Account Review -** Purchase orders are checked to determine if the correct account number is being charged for the purchase. If not, the purchase order is returned by the Comptroller to the originator with a memo of explanation.

2. **What is being ordered and the cost**--The Purchasing Agent reviews the technical aspects of the purchase order to ensure compliance with State Law and Board Policy.

3. **Document Check – State Law**
   Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

   - Affirmative Action Evidence
   - Business Registration Certificate (BRC)
   - Chapter 271 – Political Contribution Disclosure Form (PCD)

*Administrators recommending contracts for professional/educational services are to secure the Chapter 271 PCD from the vendor when the vendor submits his/her proposal. The PCD must be forwarded to the Business Office.

A copy of the PCD is in the Appendix.

The purchase order process, as explained, may take 5 - 7 days to complete. Please plan accordingly.

Non-compliant purchase orders will be declined. Please check your Systems 3000 account regularly to avoid delays.

4. **Transfer of Funds**—Systems 3000 will only allow purchase orders to be entered if the accounts have sufficient funds. In the event that additional funds are needed to complete a purchase you may request a transfer of funds. All Transfer Request Forms are to be sent to:

Mr. Ronald Sanasac, Assistant Superintendent for Business Administration / Board Secretary

All transfers of funds have to be approved by the Board of Education at a public meeting so please plan for the timing of the meeting as the transfer cannot be completed until approval is received.

E. ***Responsibility of the Vendor***

The Business Office sends the purchase order and the claimant certificate. The vendor is to sign the certificate and return it to the Business Office with an invoice. If you receive a signed claimant certification, return it to the Business Office. A check is prepared for the vendor once the Business Office has a:

- Signed Certification
- All Packing Slips
- Invoice
- Receiving Copy (Blue) Signed

F. *Employees Prohibited from Signing Contracts*

HTBOE employees are prohibited from signing any contract offered by a vendor.

The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary.

Contracts signed by an employee shall be considered non-binding by the HTBOE with the employee accepting full responsibility for the costs of the contract.

G. *Contracts; Purchase Order Required*

The award of contract to a vendor approved by the HTBOE at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

H. ***Cancellation of Purchase Orders***

All requests to cancel purchase orders must be made in writing to the Business Office. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

I. ***Private Purchases -- Prohibited***

Goods and services procured by the HTBOE are exclusively for the use of the HTBOE and if applicable, other public and non-public schools.

METHODS OF PROCUREMENT

Public School Districts
2019 - 2020

Procurement Method

A. District Bids (Purchases that exceed the bid threshold--$40,000)

This method is used for contracts for goods, materials, services and public work projects that exceed the bid threshold of $40,000 in aggregate.

Purchase Orders produced for items on District Bids must include the following:

- Bid Number
- Vendor Name
- Effective Date
- Contract is awarded based on lowest price

B. District Quotations (Purchases that fall between $6,000 and $39,999)

- Quote Number
- Vendor Name
- Effective Date

Miscellaneous Departmental Quotes

- Up to $500 verbal quotes are permitted on the attached Quote Record Form.
- Purchases exceeding $500 and less than $5,000 require written quotes from the vendor attached to this form. If your purchase exceeds $5,000 please contact the purchasing department for guidance.
- Maintain copies for your record.

Again, as with bids, the contract is awarded based upon the lowest price.

C. Request for Proposal—RFP

This method is preferred for securing:

Professional Services	Academic/Operational Services
Medical	(Aggregate contracts less than $36,000)
Auditor	Instructional Services
Attorney	Educational Services
Engineer, Architect	Professional Development

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include:

- Management Criteria
  - Business organization; staffing
  - Experience; and
  - Knowledge of district

- Technical Criteria
  - Submission of narrative how firm will provide services; planned approach; measurable results
  - Understanding how services will be provided

- Cost Criteria
  - Fee proposal submission; cost analysis

The contract for an RFP contract does not; I repeat *does not* have to be given to the respondent who submits the lowest price. The district administrator provides an evaluation scoring of each respondent using the criteria as a basis of award.

D. Competitive Contracting (Certain Contracts over $40,000)

This method is used for certain contracts over $40,000.00.

The district can only use this method for contacts that are outlined in State Law and Code. Some of the examples that are permitted are:

Student Data Warehousing
Student Information System

Professional Development Services
Educational Instructional Services

The award of contract is similar to the RFP award—prices and other factors considered.

E. EUS—Extraordinary Unspecifiable Services

This method is the procurement method for the purchase of insurance, software, etc.

Similar to the RFP process

F. Professional Services/Professional Consultants

Although Professional Services, as defined in Title 18A:18A-5, do not require competitive bids or quotations, DOE regulations may require the Board of Education to obtain competitive proposals for any professional service.

All administrators who need professional services contracts are to contact Mr. Sanasac.

G. Other Procurement Methods

The district also uses the following methods of procurement:

- State Contract Purchasing **NOTE: Not all items from a state contract vendor are on state contract pricing.**
- Emergency Contracts – through the Business Administrator
- Cooperative Purchasing Agreements
- Shared Services Agreements
- Sound Business Practices

H. Federal Procurement Guidelines – 2 CFR Part 200

Purchases using Federal funds are to follow the Public School Contracts Law of New Jersey with the following exceptions and explanations:

Procurement Threshold – More than $100,000

The school district must prove competition for all contracts exceeding $100,000 when using federal funds. Methods of competition are as follows:

Public Works	Bid
Goods and Services	Bid
Professional Services	Request for Proposals (RFP)
Educational Services	Competitive Contracting
Instructional Services	Competitive Contracting
Professional Development	Competitive Contracting
Sole Source Non-Competitive (Proprietary)	Proposal, Board Resolution (Certification of Need)

There are no exceptions to bidding as listed in 18A:18A-5, therefore, the district must use a competitive process when procuring goods or services from other governmental units and public colleges.

Procurement Threshold – Less than $100,000

The school district will use the procurement methods as outlined in Sections A through E

PURCHASE ORDER PROCESS

A. ***Processing the Purchase Order--Design of Purchase Order***

The purchase order is made of six sheets, each color-coded for a certain purpose. Listed below are the names of the appropriate color and the purpose of each sheet.

Copy	**Disposition**
Vendor Copy	Sent to vendor to order items/provide services
Voucher Copy	Sent to vendor for signature
Receiving Copy	Sent to school/office; returned to Business Office upon receipt of goods/services
File Copy	Remains on file in Business Office
Authorization Copy	Signatures authorizing purchase remains on file in the Business Office
Originator Copy	Returned with office of Administrator or Supervisor.

B. ***Receipt of Goods and Services***

The originator of the purchase order should follow the following process when receiving materials, goods, and services.

1. ***Receipt of Items Ordered***

It is important that all items received be immediately checked. Please note the following:

a. Obtain receiving copy of purchase order and packing slip of items ordered.

b. Open boxes and check off items received on the receiving copy and the packing slip.

c. If all items are enclosed, then sign and attach packing slip and attach to the receiving copy of the purchase order.

d. The school principal/office supervisor or designee should sign the receiving copy and send it with the packing slip to

Caryn Anderson, Comptroller/Assistant Board Secretary, c/o Business Office

Receipt of Goods and Services—Responsibilities of Administrators; Supervisors

Administrators and supervisors are to ensure that all goods received have been checked in for accuracy. If the goods received match the purchase order and the packing slip then the administrator should do the following:

Sign the packing slip to confirm receipt of delivery of goods;
Sign the Receiving Copy (pink slip) of the purchase order;
Sign any invoices that may have been submitted with the order; and

Send all items to the Business Office c/o Accounts Payable immediately after receipt of goods.

The Howell Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation.

1. ***Problems Encountered with Receipt of Goods***

- **Problem: Back Orders**

  Sometimes items ordered will not be received in the first shipment. This is known as a back order. The packing slip will have back order written on those particular items.

  Process to Follow: Back Orders

  If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:

  - Mark on your receiving copy of the purchase order those items you did not receive.
  - Make and keep a copy of your receiving copy and the packing slip.
  - Send the original receiving copy and packing slip to the Business Office.
  - Upon receipt of the back order in the next shipment, check off your copies of the receiving copy and the packing slip and send both copies to the Business Office.
  - If there are still backorders repeat process until all goods are received.

- **Problem: Items Missing from Order**

  Sometimes items are marked on the packing slip that they were delivered but are missing from your shipment.

  Process to Follow: Items Missing

  - Call the company and tell them what was missing.
  - Mark on the receiving copy and packing slip what items were missing.
  - Make and keep a copy of your receiving copy and the packing slip.
  - Send the original receiving copy and packing slip to the Business Office.
  - Upon receipt of the missing item in the next shipment, check off your copies of the receiving copy and the packing slip and send both copies to the Business Office.

- **Problem: Items Damaged; Wrong Item**

  Sometimes you will receive items that are damaged or the wrong item.

  Process to Follow: Items Damaged; Wrong Item

  - Call the company and ask them what the procedure is for returning damaged or wrong items.
  - Return the item(s) to the company.

- On the receiving copy and the packing slip, mark what items were returned and the reasons for being returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
- Send the receiving copy and packing slip to the Business Office.
- Upon receipt of the missing item in the next shipment, check off your copies of the

Problem: <u>Discontinued Item</u>

Sometimes the items you requested have been discontinued.

Process to Follow: <u>Discontinued Item</u>

- Mark on the receiving copy (pink) of the purchase order "discontinued."
- Do not call the company for a replacement item. You must complete a new purchase order.

ETHICS IN PURCHASING

Financial Interest in any Contract; Direct or Indirect

No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education. *Reference—N.J.S.A. 18A:6-8.*

Solicitation/Receipt of Gifts from Vendors -- Prohibited

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or other thing of value from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et. seq.

School District Responsibility – Recommendation of Purchases

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et. seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Howell Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Howell Board of Education or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Howell Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors will be asked to certify that no official or employee of the Howell Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Howell Board of Education.

Violations of the Policy

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

CRIMINAL CODE CITATIONS

Title 2C -- Criminal Code

2C:27-9 Unlawful Official Business Transaction

"A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest. (N.J.S.A. 2C:27-9)

2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior

"A public servant commits a crime in the fourth degree…if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty.

APPENDIX

A. Political Contribution Disclosure Form (PCD)

B. List of Agencies With Elected Officials Required for PCD

C. Federal Contracts

a. Debarment
b. Federal Programs/Targeted Students
c. Compliance with 2 CFR Part 200

Appendix A

Howell Board of Education
Business Office
P.O. Box 579
Howell, New Jersey 07731

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed $17,500.00)
Ref. N.J.S.A. 52:34-25

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission herein represents compliance with the provisions N.J.S.A. 19:44-20.26 and as represented by the Instructions accompanying this form.

_____ _____ _____
Signature Printed Name Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	**Recipient Name**	**Date**	**Dollar Amount**

☐ Check here if the information is continued on subsequent page(s).

☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Appendix B

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25

County Name: Monmouth
State: Governor, and Legislative Leadership Committees
Legislative District #: 10,11,12,13 & 30
State Senator and two members of the General Assembly per district.

County:

Freeholders County Clerk Sheriff Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Aberdeen Township
Allenhurst Borough
Allentown Borough
Asbury Park City
Atlantic Highlands Borough
Avon-by-the-Sea
Belmar Borough
Bradley Beach Borough
Brielle Borough
Colts Neck Township
Deal Borough
Eatontown Borough
Englishtown Borough
Fair Haven Borough
Farmingdale Borough
Freehold Borough
Freehold Township
Hazlet Township
Highlands Borough
Holmdel Township
Howell Township
Interlaken Borough
Keansburg Borough
Keyport Borough
Lake Como Borough
Little Silver Borough
Loch Arbour Village
Long Branch City
Manalapan Township
Manasquan Borough
Marlboro Township
Matawan Borough
Middletown Township
Millstone Township
Monmouth Beach Borough
Neptune City Borough
Neptune Township
Ocean Township
Oceanport Borough
Red Bank Borough
Roosevelt Borough
Rumson Borough
Sea Bright Borough
Shrewsbury Borough
Spring Lake Borough
Spring Lake Heights Borough
Tinton Falls Borough
Union Beach Borough
Upper Freehold Township
Wall Township
West Long Branch Borough

(continued on next page)

Boards of Education (Members of the Board):

Allenhurst	Matawan-Aberdeen Regional
Asbury Park City	Middletown Township
Atlantic Highlands Borough	Millstone Township
Avon Borough	Monmouth Beach Boro
Belmar Borough	Monmouth Regional
Colts Neck Township	Neptune City
Deal Borough	Neptune Township
Eatontown Borough	Ocean Township
Fair Haven Borough	Oceanport Borough
Farmingdale Borough	Red Bank Borough
Freehold Borough	Roosevelt Borough
Freehold Township	Rumson Borough
Hazlet Township	Rumson-Fair Haven Regional
Henry Hudson Regional	Sea Bright Borough
Highlands Borough	Shore Regional
Holmdel Township	Shrewsbury Borough
Howell Township	South Belmar
Interlaken	Spring Lake Borough
Keansburg Borough	Spring Lake Heights Borough
Keyport Borough	Tinton Falls
Little Silver Borough	Union Beach
Long Branch City	Upper Freehold Regional
Manalapan-Englishtown Regional	Wall Township
Manasquan Borough	West Long Branch Borough
Marlboro Township	

Fire Districts (Board of Fire Commissioners):

Aberdeen Township Fire District No. 1
Aberdeen Township Fire District No. 2
Englishtown Borough Fire District No. 1
Freehold Township Fire District No. 1
Freehold Township Fire District No. 2
Hazlet Township Fire District No. 1
Howell Township Fire District No. 1
Howell Township Fire District No. 2
Howell Township Fire District No. 3
Howell Township Fire District No. 4
Howell Township Fire District No. 5
Manalapan Township Fire District No. 1
Manalapan Township Fire District No. 2
Manasquan Boro Fire District No. 1
Marlboro Township Fire District No. 1
Marlboro Township Fire District No. 2
Marlboro Township Fire District No. 3
Millstone Township Fire District No. 1
Neptune Township Fire District No. 1
Neptune Township Fire District No. 2
Ocean Township Fire District No. 1
Ocean Township Fire District No. 2
Spring Lake Heights Boro Fire District No. 1
Tinton Falls Fire District No. 1
Tinton Falls Fire District No. 2
Wall Township Fire District No. 1
Wall Township Fire District No. 2
Wall Township Fire District No. 3

Appendix C

FEDERAL CONTRACTS

1. ***Debarment for Federal Contracts***

Debarment and Suspension (E.O. 12549 and E.O. 12689)

No contract may be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-Procurement Programs in accordance with E.O. 12549 and E.O. 12689-Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractor shall complete the attached Certification as required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated therein.

2. ***Federal Programs/Targeted Students***

Purchase orders using Federal Funds shall include on the document:

(a) Name of Federal Program

(b) Targeted Group of Students

3. ***Compliance with 2 CFR Part 200***

All purchases using Federal Funds shall be in compliance with Federal Regulations 2 CFR Part 200.