



## THE EWING PUBLIC SCHOOLS

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### BUSINESS OFFICE

Dennis J. Nettleton, *CPA, RSBA, SFO* Ext. 1302  
School Business Administrator/Board Secretary  
[dnettleton@ewingboe.org](mailto:dnettleton@ewingboe.org)

DISTRICT ADMINISTRATIVE OFFICES  
2099 Pennington Road, Ewing, NJ 08618  
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TO: **ALL POTENTIAL VENDORS OF GOODS AND/OR SERVICES**

FROM: Dennis J. Nettleton, CPA, RSBA, SFO, School Business Administrator/Board Secretary

RE: **Unauthorized Orders**

DATE: July 1, 2015 UPDATED: November 1, 2016

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### Unauthorized Orders

The Ewing Township Board of Education only recognizes purchases made through the approved purchase order process. All purchases are made by an approved 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 the approved purchase order process with the signature of the District's Purchasing Agent. The Ewing Township Board of Education, through Board Resolution, has designated that Mr. Dennis J. Nettleton, CPA, RSBA, SFO act as the school district's purchasing agent.

Please alert Ms. Christina Moskal immediately at (609) 538-9800, Ext. 1303 or [Cmoskal@ewingboe.org](mailto:Cmoskal@ewingboe.org) if any Board employee attempts to place an order without an authorized purchase order.

Once a purchase order is received, do not permit any employee to add items or change the terms of the order. The Ewing Board of Education will not be held responsible for any unauthorized orders or purchases. Unauthorized orders will be subject to **NON-PAYMENT**.

Respectfully,

Dennis J. Nettleton, *CPA, RSBA, SFO*  
*School Business Administrator/  
Board Secretary*

The Ewing Public Schools

*Providing a Foundation for Life*