



WATCHUNG HILLS REGIONAL HIGH SCHOOL

ELIZABETH C. JEWETT, PhD
SUPERINTENDENT

TIMOTHY M. STYS, CPA
BUSINESS ADMINISTRATOR

WILLIAM J. LIBRERA
PRINCIPAL

Purchasing Procedures for Vendors

Quotes or Proposals

Shall be sent via email and must include:

- Detailed work/item descriptions.
- Itemized labor and parts breakdown.
- A list of tentative dates for service or delivery.
- Shipping rates, if applicable, or state on the quote that shipping is included.
- Cooperative contract number or State Contract number, where applicable.
- Public works registration documentation, where applicable.
- NJBRC and W-9 for new vendors.

***WHRHS is a public high school and is exempt from paying sales tax.*

Purchase Order Required- No Work may be commenced without an approved WHRHS Purchase Order.

Diagnostic or Not to Exceed Purchase Orders

The total amount on the PO cannot be exceeded. Please leave the Director of Operations or designated WHRHS representative with an update on the work in progress and an estimate via email before conducting any additional work.

Upon Arrival, All Vendor Representatives Must:

- Check in at the Main Entrance Security Desk
- Sign IN at the vendor sign-in book near the B&G Office (include time in, details about the reason for the visit, and list the PO number).
- Update a Buildings & Grounds employee on status of the work, then sign OUT of the vendor sign-in book before leaving. Make sure to note the time and return any radios or key cards.

Invoices & Payment

After the order is processed, please sign off on our purchase order(s) where indicated. The purchase order number for each specific order should be clearly marked on all shipments and documents pertaining to the order(s), which include: packing lists, shipping labels, service tickets, reports, invoices, certified payroll, and all other correspondence relating to each individual order.

Please have the purchase order signed by an authorized person at your establishment, and have it accompany all invoices when submitting for payment after the items have been shipped/received and/or services ordered have been completed.

All invoices, signed purchase orders, and corresponding documents must be sent via email to the WHRHS Purchasing Department Accounts Payable Coordinator at sviscariello@whrhs.org

***The end of each academic fiscal year is June 30th. All work must be scheduled/delivered, completed, and invoiced before that date or the purchase order may be closed.*

Please acknowledge and sign below:

Signature

Date

Printed Name

Company

Title



WATCHUNG HILLS REGIONAL HIGH SCHOOL

ELIZABETH C. JEWETT, PhD
SUPERINTENDENT

TIMOTHY M. STYS, CPA
BUSINESS ADMINISTRATOR

WILLIAM J. LIBRERA
PRINCIPAL

Yearly Contractor / Vendor Information Form

Vendor Name:			
Address			
Email:			
Contact Person:		Phone Number:	
Co-op #	Ed Data #	State Contract #	
VALID THROUGH DATE BASED ON ED DATA/ COOP / STATE CONTRACT:			
Labor Hour Rates			
Straight Time	O.T.	Double Time	Emergency
Material Mark Up:			

Vendor Certification - must be signed by vendor: I swear (affirm) under the penalty of perjury that the prices and products listed on this proposal conform to the applicable cooperative bid or state contract award as represented on this form. All representations made by our company can be supported by documentation listed with the applicable cooperative bid/state contract award.

Vendor Signature: _____ Date _____