

# TRENTON BOARD OF EDUCATION

*"Children come first, Los niños son primero"*

James Earle  
Superintendent of Schools



Jayne S. Howard  
School Business Administrator/Board Secretary  
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## MEMORANDUM

**TO:** District Administrators  
Principals

**FROM:** Jayne S. Howard, School Business Administrator/Board Secretary

**SUBJECT:** Purchasing Freeze

**DATE:** December 14, 2023

*JSH*

The District Purchasing cutoff date for fiscal year 2023-2024 purchases will be January 31, 2024. All purchase requisitions paid for with **school and District funds** (other than grant purchases) for the 2023-2024 school year must be received (and/or entered remotely) in the Purchasing Department no later than 3:00 p.m. on **Wednesday, January 31, 2024**.

All purchase requisitions that have been approved by the Board on or before January 22, 2024, will be processed, and the Purchase Order will be sent out to the vendors. Any requisitions approved after January 22<sup>nd</sup> will be automatically rejected and will have to be resubmitted the following fiscal year 2024-2025.

**The January 31, 2024 is a firm date.** In the past, the District has allowed some latitude for requisitions that were late, but this has created problems in ensuring the students receive the benefit of the purchase, and as such, there will be no exceptions.

Questions concerning approvable orders should be referred to Georgette H. Bowman at extension 5446.

Purchases with **grant funds may continue to be processed until February 29, 2024**. **The processing of grant funds cutoff date is firm as the items need to be received to ensure that our students receive the benefit of the purchase.**

Thank you for your expected cooperation.

c: Superintendent  
Leadership Members  
Georgette Bowman  
Shawn Mitchell  
Accountants