

PURCHASE ORDER REQUIREMENTS

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	AFFIRMATIVE ACTION EVIDENCE (AA)	BUSINESS REGISTRATION CERTIFICATE (BRC)	CHAPTER 271 PCD (PAY TO PLAY) (271)
Up to \$ 6,000	(a)	No	No
\$ 6,000 - \$17,499	(a)	YES	No
\$17,500 - \$39,999	(a)	YES	YES
*\$40,000 – and over	YES	YES	YES

Affirmative Action Evidence Exemptions	Business Registration Certificate Exemptions	Chapter 271 (PCD) Exemptions
<ul style="list-style-type: none"> • Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. 	<ul style="list-style-type: none"> • Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. • Non-profit Organizations <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> • Emergency Purchases – No payment unless BRC is on file. • Employee settlements paid to attorneys; • Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc. • Purchase made entirely through School Student Activity Funds. 	<ul style="list-style-type: none"> • Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. • Non-profit Organizations • New Jersey School Boards Association • Contract Renewals • Public Utilities, e.g. PSE&G <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> • Emergency purchases; • Litigation payments to parties through court order.

*Based upon a QPA \$40,000 Bid Threshold

(a) It is suggested that Affirmative Action evidence be on file from vendors and contractors.

Iran Disclosure Form! It is suggested that this form be on file from all vendors/contractors.