



PEMBERTON TOWNSHIP SCHOOLS

DANIEL SMITH

School Business Administrator/Board Secretary

PAUL A. SPAVENTA

Interim Superintendent

September 1, 2020

Via E-mail Only

Ms. Aimee Archambault

opra+request-16264-xxxxxxx@xxxxxxxx.xxxxxxxxxx.xxm

Re: August 26, 2020 OPRA Request

Dear Ms. Archambault:

The Pemberton Township School District is in receipt of your August 26, 2020 Open Public Records Act ("OPRA") request.

Please be advised that Governor Murphy recently signed legislation amending OPRA during the COVID-19 crisis. Specifically, the amendment eliminates the 7-day timeline mandated by OPRA during any state of emergency, public health emergency or state of local disaster emergency. It directs records custodians to make a "reasonable effort," as the circumstances permit, to respond in seven days, *or as soon as possible thereafter*.

Notwithstanding the above, please see the District's response to your OPRA request:

1. "Any and all purchase orders for Sanitizer Wipes in the district from March 2020 – present."
 - a. Please find attached copies of the following purchase orders:
 - i. 002506 – Eastern Janitorial Supply LLC
 - ii. 100096 – General Chemical & Supply
 - iii. 100317 – General Chemical & Supply

Please do not hesitate to contact me with any questions or additional OPRA requests. I can be reached at 609-893-8141 ext. 1004 or via email at dsmith@pemb.org.

Thank you,

Daniel Smith

Custodian of School Records

BILL
TO
L

Pemberton Township Board of Education

PO Box 228

Pemberton, New Jersey 08068-0228

Attention: Accounts Payable

609-893-8141

To: EASTERN JANITORIAL SUPPLY LLC (Q731)
1241 STEEPLECHASE COURT
TOMS RIVER NJ 08765

Ship to: LITTLE RED SCHOOL HOUSE
30 TRENTON ROAD
BROWNS MILLS, NJ 08015
Attn: D. ADAMS

PURCHASE ORDER

THIS NUMBER MUST APPEAR
ON ALL INVOICES AND
CORRESPONDENCE



No.

002506

ACCOUNT NO.	AMOUNT
11-000-262-610-0-000-00	\$4,477.20

DATE	DEPARTMENT
08/25/20	EMCBETH

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
30.	59800 MONK DISINFECTANT WIPES 2/800	\$2.340	\$1,870.20
60.	60800 MONK DISINFECTANT WIPS REFILL 2/800	43.460	\$2,607.00
	PER QUOTE # 3938		
		Total	\$4,477.20

INSTRUCTIONS TO VENDORS

NO ORDER VALID UNLESS AUTHORIZED BY THE SECRETARY OF THE BOARD.
VERBAL ORDERS WILL NOT BE BINDING.

1. Purchase Order Number **must** appear on all invoices.
2. Make a separate invoice for each order.
3. Do not make any shipments "Collect". Prepay transportation costs, and include amount on bill, unless otherwise agreed.
4. Enclose shipping memo with each shipment.
5. The right is reserved to cancel this order if reasonable shipment cannot be made.
6. The purchase is exempt from statute from payment of all Federal, State, and Municipal excise, sales, and other taxes.

FEDERAL ID NO. 31-6000150

PEMBERTON TOWNSHIP
BOARD OF EDUCATION

BY

Business Administrator/Board Secretary

BILL
TO
↓

Pemberton Township Board of Education

PO Box 228

Pemberton, New Jersey 08068-0228

Attention: Accounts Payable

609-893-8141

To: EASTERN JANITORIAL SUPPLY LLC (Q731)
1241 STEEPLECHASE COURT
TOMS RIVER NJ 08755

Ship to: LITTLE RED SCHOOL HOUSE
38 TRENTON ROAD
BROWNS MILLS, NJ 08015
Attn: D. ADAMS

PURCHASE ORDER

THIS NUMBER MUST APPEAR
ON ALL INVOICES AND
CORRESPONDENCE

No.

002506

ACCOUNT NO.

AMOUNT

11-000-262-610-0-000-00

\$4,477.20

DATE

06/25/20

DEPARTMENT

EMCBETH

QUANTITY

DESCRIPTION

UNIT PRICE

AMOUNT

30.
60.

60800 MONK DISINFECTANT WIPES 2/800
6080R MONK DISINFECTANT WIPS REFILL
2/800
PER QUOTE # 3838

82.340
43.450

\$1,870.20
\$2,607.00

Total: \$4,477.20

The above claim was paid at a meeting of the Board of Education held:

Date: _____

The declaration which appears below hereof must be signed by the claimant or if the claimant is a corporation, by a duly authorized officer thereof.

CERTIFICATION OF RECEIPT

DATE PAYMENT

CHECK NO.

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare under the penalties of the law that the within bill is correct in all its particulars, that the goods or services itemized in the above bill have been delivered or rendered, that no bogus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim, that the same is correct and true, and the amount therein state is justly due and owing and that amount charged is a reasonable one.

DATE _____

R04192

Quote



1241 Steeplechase Court
Toms River, NJ 08755

Date	S.O. No.
6/26/2020	3836

Name / Address
Pemberton Board of Education 30 Trenton Road Brownsmills, NJ 08068

Ship To
Pemberton Board of Education 30 Trenton Road Brownsmills, NJ 08068 Att: Dean Adams

Rep	Account #	P.O. No.	Serial Number		Ship Via	Ship Date	
BWS	PEM609				EJSCO	6/26/2020	
Item	Description		U/M	Ordered	Price	Amount	
69800	Monk Disinfectant Wipes 2/800		CT	30	62.34	1,870.20	
69800R	Monk Disinfectant Wipes 2/800		CT	60	49.45	2,967.00	
low Quote							
Acc #							
11-000-262-610-0-009-00							
wipes Disinfectant - for stock							
2019-2020 SY				Subtotal			\$4,477.20
				Sales Tax (0.0%)			\$0.00
				Total			\$4,477.20

BILL
TO
↓

Pemberton Township Board of Education

PO Box 228

Pemberton, New Jersey 08068-0228

Attention: Accounts Payable

609-893-8141

To: GENERAL CHEMICAL & SUPPLY (1209)
858 NORTH LENOLA RD
UNIT 1-A
MOORESTOWN NJ 08057

Ship to: HAINES SCHOOL
125B TRENTON ROAD
BROWNS MILLS, NJ 08015
Attn: D. ADAMS

PURCHASE ORDER

THIS NUMBER MUST APPEAR
ON ALL INVOICES AND
CORRESPONDENCE

No.

100096

ACCOUNT NO.

11-000-261-610-0-007-00

AMOUNT

\$21,975.00

DATE

07/21/20

DEPARTMENT

EMCBETH

QUANTITY

DESCRIPTION

UNIT PRICE

AMOUNT

250. CASE	FLEX-10801 FLEX DISINF WIPE REFILL ROLL - 2/800 COUNT ROLLS	55.900	\$13,975.00
250. EA	BUCKET FOR WIPES - 10.5" DIAMETER WITH DISPENSER LID	6.000	\$1,500.00
200. CASE	FLEX-20075 FLEX 7"X8" DISINF WIPES 8/75 PER QUOTE # 533080	32.500	\$6,500.00

Total \$21,975.00

INSTRUCTIONS TO VENDORS

NO ORDER VALID UNLESS AUTHORIZED BY THE SECRETARY OF THE BOARD.

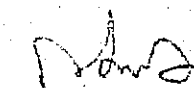
VERBAL ORDERS WILL NOT BE BINDING.

1. Purchase Order Number must appear on all invoices.
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3. Do not make any shipments "Collect". Prepay transportation costs, and include amount on bill, unless otherwise agreed.
4. Enclose shipping memo with each shipment.
5. The right is reserved to cancel this order if reasonable shipment cannot be made.
6. The purchase is exempt from statute from payment of all Federal, State, and Municipal excise, sales, and other taxes.

FEDERAL ID NO. 31-6000150

PEMBERTON TOWNSHIP
BOARD OF EDUCATION

BY



Business Administrator/Board Secretary

BILL
TO
↓

Pemberton Township Board of Education

PO Box 228
Pemberton, New Jersey 08068-0228
Attention: Accounts Payable
609-893-8141

PURCHASE ORDER

THIS NUMBER MUST APPEAR
ON ALL INVOICES AND
CORRESPONDENCE

No.

100096

To: GENERAL CHEMICAL & SUPPLY (1200)
858 NORTH LENOLA RD
UNIT 1-A
MOORESTOWN NJ 08057

287738

PembOE

Ship to: HAINES SCHOOL
126B TRENTON ROAD
BROWNS MILLS, NJ 08015
Attn: D. ADAMS

533680

ACCOUNT NO.	AMOUNT
11-000-261-810-0-007-00	\$21,975.00

DATE	DEPARTMENT
07/21/20	EMCBETH

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
250 CASE	FLEX-10801 FLEX DISINF WIPE REFILL ROLL - 2/800 COUNT ROLLS	55.900	\$13,975.00
250 EA	BUCKET FOR WIPES - 10.5" DIAMETER WITH DISPENSER LID	6.000	\$1,500.00
200 CASE	FLEX-20075 FLEX 7"X8" DISINF WIPES 8/75 PER QUOTE # 533680	32.500	\$6,500.00
Total			\$21,975.00

PLEASE SIGN VOUCHER AND
RETURN FOR PAYMENT TO
SBECK@PEMB.ORG

The above claim was paid at a meeting of the Board of
Education held:

Date: _____

The declaration which appears below hereof must be signed by the claimant or if the claimant is a corporation, by a
duly authorized officer thereof.

CERTIFICATION OF RECEIPT

DATE PAYMENT

CHECK NO.

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare under the penalties of the law that the within bill is correct in all its particulars, that the goods or
services itemized in the above bill have been delivered or rendered, that no bonus has been given or received by any
person or persons within the knowledge of this claimant in connection with the above claim, that the same is correct
and true, and the amount therein stated is justly due and owing and that amount charged is a reasonable one.

DATE

8/24/21

[Signature]

GENERAL

CHEMICAL & SUPPLY, INC

R 104574

ORDER
** QUOTATION **

858 N. LENOLA RD., UNIT# 1A * MOORESTOWN, NJ 08057 * (856) 778-5550 * FAX (856) 778-7381

PEMBERTON TWP. BOARD OF ED
PO BOX 228
ATTN: ACCOUNTS PAYABLE
PEMBERTON, NJ 08068

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T
O
LITTLE RED SCHOOL HOUSE
30 TRENTON ROAD
BROWNS MILLS, NJ 08015

TC

ITEM		QTY	UNIT	PRICE	EXTENSION	DATE	AMOUNT
PEMBOE		17		TRUCK	(609) 893-8141	07/20/20	533680
ITEM	QTY	UNIT	PRICE	EXTENSION	DATE	AMOUNT	OK
1	250	CS	FLEX-10801	#10801 FLEX DISINF.WIPE REFILL ROLL 2/800 COUNT ROLLS	140	55.90	13,975.00
2	250	EA	GENBUCKET	BUCKET FOR WIPERS-10.5"DIAMETER WITH DISPENSER LID		6.00	1,500.00
3	200	CS	FLEX-20075	#20075 FLEX 7"x8" DISINF.WIPES-6/75	140	32.50	6,500.00
TOTAL							21,975.00

Acc #

11-000-261-610-0-007-00

Supplies needed to
reopen school

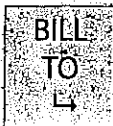
Signature: _____ Print Name: _____

If you choose to pay via credit card at the time of purchase a 3% surcharge will be added to cover credit card & administration fees.

If you choose to pay via credit card at a later date than invoice date, an 8% credit card & administrative fee will be added.

PLEASE NOTE: Due to increased demand on us and our manufacturers, all items related to COVID-19 may not be returned.

EFFECTIVE 01-01-20 until further notice, we will be unable to satisfy these requests. From all of us at GCS thank you for your understanding.



Pemberton Township Board of Education

PO Box 228

Pemberton, New Jersey 08068-0228

Attention: Accounts Payable

609-893-8141

To: GENERAL CHEMICAL & SUPPLY (1208)
858 NORTH LENOLA RD
UNIT 1-A
MOORESTOWN NJ 08057

Ship to: HAINES SCHOOL
125B TRENTON ROAD
BROWNS MILLS, NJ 08015
Attn: D. ADAMS

PURCHASE ORDER

THIS NUMBER MUST APPEAR
ON ALL INVOICES AND
CORRESPONDENCE



No.

100317

ACCOUNT NO.	AMOUNT
11-000-261-810-0-007-01	\$3,315.00

DATE	DEPARTMENT
08/24/20	EMCBETH

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
25.	CSI - BCGW12 GERMICIDAL WIPES ANTIBACTERIAL DISINFECTING 12-200CT CANISTERS/CASE PER QUOTE # 533080	132.600	\$3,315.00
Total			\$3,315.00

INSTRUCTIONS TO VENDORS

NO ORDER VALID UNLESS AUTHORIZED BY THE SECRETARY OF THE BOARD.

VERBAL ORDERS WILL NOT BE BINDING.

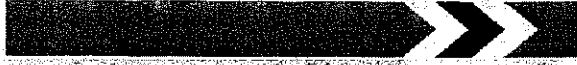
1. Purchase Order Number **must** appear on all invoices.
2. Make a separate invoice for each order.
3. Do not make any shipments "Collect". Prepay transportation costs, and include amount on bill, unless otherwise agreed.
4. Enclose shipping memo with each shipment.
5. The right is reserved to cancel this order if reasonable shipment cannot be made.
5. The purchase is exempt from statute from payment of all Federal, State, and Municipal excise, sales, and other taxes.

PEMBERTON TOWNSHIP
BOARD OF EDUCATION

BY

Business Administrator/Board Secretary

GENERAL



CHEMICAL & SUPPLY, INC.

858 N. LENOLA RD., UNIT# 1A * MOORESTOWN, NJ 08057 * (856) 778-5550 * FAX (856) 778-7381

PEMBERTON TWP. BOARD OF ED
PO BOX 228
ATTN: ACCOUNTS PAYABLE
PEMBERTON, NJ 08068

S
H
I
P
T
LITTLE RED SCHOOL HOUSE
30 TRENTON ROAD
BROWNS MILLS, NJ 08015

INVOICE

PLEASE PAY FROM THIS INVOICE

NO GOODS WILL BE ACCEPTED FOR
CREDIT WITHOUT OUR RETURN
GOODS AUTHORIZATION NUMBER

Acct # PEMBOE

e-Bill Our Order# 533680

TC

CUSTOMER ORDER NO.			SALESMAN		SHIPPED VIA	TERMS	INVOICE DATE	INVOICE NO.
100096			TRACI CAHALL		TRUCK	NET 30 DAYS	08/24/20	287738
QUANTITY ORDERED	QUANTITY B/O	QUANTITY SHIPPED	U/M	CATALOG NUMBER	DESCRIPTION		UNIT PRICE	EXTENSION
25	13	12	CT	CSI-BCGW12	GERMICIDAL WIPES ANTIBACTERIAL DISINFECTING 12-200CTCANISTERS/CASE		132.60	1,591.20
							Subtotal	1,591.20
							Total	1,591.20

PLEASE REFER TO INVOICE NUMBER OR RETURN COPY WHEN REMITTING

A FINANCE CHARGE of 1.5% will be applied to accounts over 30 days. The ANNUAL PERCENTAGE RATE is 18%.

When legal action is pursued due to delinquency, the client is responsible for all attorney fees and court fees in addition to the financial charges.

If you choose to pay via credit card at the time of purchase a 3% surcharge will be added to cover credit card & administration fees.

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PLEASE NOTE: Due to increased demand on us and our manufacturers, all items related to COVID-19 may not be returned.

EFFECTIVE 01-01-20 until further notice, we will be unable to accept returns. From all of our customers.

BILL
TO
→**Pemberton Township Board of Education**

PO Box 228

Pemberton, New Jersey 08068-0228

Attention: Accounts Payable

609-893-8141

PURCHASE ORDERTHIS NUMBER MUST APPEAR
ON ALL INVOICES AND
CORRESPONDENCE

No.

100317

To: GENERAL CHEMICAL & SUPPLY (1203)

868 NORTH LENOLA RD

UNIT 1-A

MOORESTOWN NJ 08057

Ship to: HAINES SCHOOL

126B TRENTON ROAD

BROWNS MILLS, NJ 08015

Attn: D. ADAMS

ACCOUNT NO.

11-000-261-810-0-007-01

AMOUNT

\$3,315.00

DATE

08/24/20

DEPARTMENT

EMCBETH

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
25.	CSI - BCGW12 GERMICIDAL WIPES ANTIBACTERIAL DISINFECTING 12-200CT CANISTERS/CASE PER QUOTE # 533680	132.600	\$3,315.00
Total			\$3,315.00

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Education held:

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DATE PAYMENT

CHECK NO.

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person or persons within the knowledge of this claimant in connection with the above claim, that the same is correct
and true, and the amount therein stated is justly due and owing and that amount charged is a reasonable one.

DATE _____

GENERAL

CHEMICAL & SUPPLY, INC.

R10898

ORDER

** QUOTATION **

NET 30 DAYS

858 N. LENOLA RD., UNIT# 1A * MOORESTOWN, NJ 08057 * (856) 778-5550 * FAX (856) 778-7381

PEMBERTON TWP. BOARD OF ED
PO BOX 228
ATTN: ACCOUNTS PAYABLE
PEMBERTON, NJ 08068

S
H
I
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T
O
LITTLE RED SCHOOL HOUSE
30 TRENTON ROAD
BROWNS MILLS, NJ 08015

TC

ORDER		SHIP		CATALOG NUMBER		DESCRIPTION		UNIT PRICE		EXTENSION		GR	
4	25			CT	CSI-BCGW12	GERMICIDAL WIPES ANTIBACTERIAL DISINFECTING 12-200CT/CANISTERS/CASE	LD	132.60		3,315.00			
TOTAL											3,315.00		

Covid Supplies

Acc #

11-000-261-610-0-007-01

Signature: _____ Print Name: _____

If you choose to pay via credit card at the time of purchase a 3% surcharge will be added to cover credit card & administration fees.

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PLEASE NOTE: Due to increased demand on us and our manufacturers, all items related to COVID-19 may not be returned.
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