

**BOARDS OF EDUCATION
PURCHASE ORDERS AND CONTRACT
REQUIREMENTS**

| CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE) | AFFIRMATIVE ACTION EVIDENCE (AA) | BUSINESS REGISTRATION CERTIFICATE (BRC) | CHAPTER 271 PCD (PAY TO PLAY) (271) |
|---|---|--|--|
| Up to \$ 6,599 | No | No | No |
| \$ 6,600- \$17,499 | No | YES | No |
| \$17,500 - \$43,999 | No | YES | YES |
| *\$44,000 – 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, eg. 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, eg. County & State Colleges and local authorities, boards, etc. Non-profit Organizations <p>Exempt Situations</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, eg. 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 New Jersey School Boards Association Other contracting units, eg. County & State Colleges and local authorities, boards, etc. Contract Renewals Non-Profit Organizations Public Utilities, e.g. PSE&G <p>Exempt Situations</p> <ul style="list-style-type: none"> Emergency purchases; Litigation payments to parties through court order. |

*Based upon a QPA \$44,000 Bid Threshold