



**COLLEGE READY.
CAREER READY.
LIFE READY.**

BOARD OF EDUCATION

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Business Services - Procedural Guidance - General Topics

Purchasing

- Requests for purchase orders are made through the district's automated requisition system within the Systems 3000 accounting system. Each department has predetermined users and approvers who access the system for purchasing.
- All purchases require a purchase order and need at least one vendor quote. You or your staff **cannot** buy supplies and request voucher reimbursement. You or your staff **cannot** place phone orders with vendors and follow up with a requisition.
- Purchases exceeding \$6,600 (cumulative) but less than \$44,000 (cumulative) require two (2) competitive quotes.
- Purchases (aggregate or individual) over \$17,500 require Political Disclosure from the vendor 10 days prior to purchase or award at a Board meeting.
- All purchases over \$43,000 (cumulative) need an advertised bid, State contract, cooperative bid, or RFP depending on the circumstances. Regardless of the method these purchases need to be awarded at a monthly Board meeting without exception. Please plan accordingly.
- Purchases using State contract or another cooperative agreement are exempt from the bid process. Any individual or cumulative purchase that exceed the bid threshold must be awarded at a Board of Education meeting.
- The Business Office has purchasing cooperative agreements with several other agencies including Education Data Services, the Educational Service Commission of New Jersey, Hunterdon County Education Services Commission, ACES, Bergen County, Somerset County, and Middlesex County. All purchases should be explored with these agreements before considering the open market.
- Please refer to the District's Purchasing Manual for more detailed procedures which is posted on the business services webpage.

Annual Supply Orders

- Annual supply orders were processed over the summer and should represent the majority of supplies needed for the classroom, shop, or office to function during the school year.
- Please review all your blue copies with your staff to ensure all orders were processed. Items that are received should be checked in and delivered to the classroom, office, or shop as soon as possible. Yellow copies should be signed and sent to the Business Office immediately for payment after receipt.

- If supply orders have not been received by the beginning of the school year, please check with the vendor to determine a status report before calling the Business Office. Do not modify any order with the vendor. If there is a problem contact the Business Office for help.

Receiving

- It is necessary for your staff to check in any items received **as soon as possible**. Loading docks should be kept clear throughout the school year.
- As soon as supplies are verified **yellow**s need to be **immediately** sent to the Business office for processing. It is unfair to the vendor relationship to hold money for items received but not verified.
- Returns are handled at the school level. The Business office needs to be notified **prior** to any returns to determine if the return is appropriate.
- Items can only be returned if they are different than what was ordered on the purchase order or they are defective/broken. We **cannot** simply refuse items or return items because we no longer need them or we don't want them anymore. A purchase order is a contract and the District is still financially responsible even if the items are returned.

Grants - Special Project Funds

- All grants including both entitlement and competitive require prior board of education approval for the application and acceptance of funds. All grant applications require a fiscal review by the business office prior to submission.
- In accordance with state and federal regulations grant funds must be accounted for individually and not commingled with the general operational budget. In general, most grant funds carry additional fiscal burdens in terms of purchasing rules, timelines, and compliance requirements specific to each program.
- Detailed grant fiscal procedures are posted on the business services webpage.

Payroll

- Hourly and per diem payrolls for overtime, part time, prep periods, tutoring, and evening school staff should be prepared every pay period and submitted by the cut off dates. Substitute payroll is now processed through Frontline.
- Payrolls for custodial overtime, prep periods, tutoring, and teacher extra duties are contractual and managed through the Building Administrator. Custodial overtime also requires written authorization (overtime request form) from the Facilities Director. Extra duty periods for instructors may not exceed the Board approved amount.
- Clerical and administrative substitutes require the authorization of the Business Administrator and Superintendent.
- Payment of any additional work outside of the various contracts will not be made without prior approval by the Board at a monthly Board of Education meeting. This includes, but is not limited to, all substitutes, tutors, paid assignments, coaches, extra duty, any and all part time employment, additional grant work, curriculum work, student work, and professional development.

- Any changes in withholding tax deductions (form way) should be requested in writing at once.
- Changes in addresses and changes in name due to marriage or divorce must be reported to the business office as soon as possible.
- Direct deposit is required for all employees. Any new employee will be required to provide a form prior to their first paycheck being released.
- Our payroll portal is hosted through our software provider. Direct deposit remittance copies are available to view through the portal. Form W-2 is also provided through the portal at the employee's option.
- Payroll time sheets are available on the website under business services.

Health Benefits

- Health and prescription continues to be provided through the School Employees Health Benefit Program (SEHBP). All staff must manage their benefits through the online program "Benefit Solver" hosted by the SEHBP. See the benefit solver employee guide on the business services webpage.
- Open enrollment occurs in October for employees to switch plans as of January 1st of the following year.
- SEHBP continues to offer four plans including Direct 10, Direct 15, New Jersey Educators Health Plan (NJEHP), and the Garden State Health Plan (GSHP). Staff hired before July 1, 2020 can choose any of the plans annually. Staff hired after July 1, 2020 can only choose the NJEHP or GSHP.
- Payroll deductions for benefits are based on Chapter 78 for Direct 10 and Direct 15. Deductions for the NJEHP and GSHP are based on Chapter 44.
- Dental coverage continues with Delta Dental as our provider. The plan remains unchanged. Plan summaries and offerings are available through Caroline Rizzi at extension 1960.
- Vision coverage continues with VSP as our provider. The plan remains unchanged. Plan summaries and offerings are available through Caroline Rizzi at extension 1960.
- Pension information and management can be accessed through the Member Benefits Online System (MBOS) for all staff members. MBOS access information is located on the state website at www.state.nj.us/treasury/pensions.
- COBRA for medical and prescription is handled directly through the SEHBP on the Benefit Solver program. COBRA for dental and vision are handled by the business office.

Tuition Reimbursement

- Staff contractual tuition reimbursement for graduate courses are approved twice a year on a semester basis as follows:

Summer/Fall Semester	For courses beginning July 1st ending in December
Winter/Spring Semester	For courses beginning in January and ending prior to June 30th

- Memos are sent to all staff outlining the procedures, forms to be completed, and deadlines for each approval period. Generally Summer/Fall approval is during the month of May and the Winter/Spring approval is during the month of November.
- Course reimbursement will only be approved until the annual budget is exhausted. The budget is allocated in two halves for both semester periods.
- Course approvals are on a first come first serve basis for the minimum 3 credit reimbursement. Additional credits not to exceed the 9 credit maximum for an individual will be considered as long as the budget allocated for the period has not been exceeded.
- If a request is appropriate, the staff member will receive an approval letter with a checklist on how to process a reimbursement after the course is completed.
- A reimbursement voucher should be submitted ASAP after the course is completed. The voucher package should include a paid receipt, transcript with grade, and a copy of the original approval letter. For spring courses ending on or before June 30th the voucher package must be received in the Business office prior to July 15th for consideration. Anything received after will not be paid as per contract.
- All forms and procedures are available on the business services webpage.

Travel

- Follow all procedures outlined in the guide for travel - conferences, offsite professional development, and student chaperone posted on the business services webpage.
- Absence requests for an offsite professional development (workshops, seminars, or conferences) need to be recorded in Frontline as Professional Development prior to submitting the written travel request.
- All travel forms must be submitted at least one week prior to the event. Unless specifically authorized by the Business Administrator, travel requests received last minute or after the event will not be honored.
- Staff members should not **assume approval** if they do not have the signed travel form returned. Contact the Business office for an approval status prior to attending an event if approval was not returned. Any exceptions **will not** be reimbursed.
- The staff member is responsible for registering for the event. Pre-registering prior to approval is at the risk of the staff member. Registration fees should be paid for by the staff member and will be reimbursed after completion. Exception may be made for excessive cost with the use of a purchase order.
- Travel reimbursement should be sent in ASAP after the event has concluded. Regular District Travel reimbursement should be turned in monthly.
- All reimbursements for May or June travel must be received in the **Business office** by July 15 or **will not** be reimbursed as per contract.

Use of Facilities

- All use of facilities is approved by the Principal at the building level. Athletic field requests need the approval of the Athletic Director and the Facility Director. Approved request should be sent to the Business Office for processing. The Business Office is responsible for keeping these records and billing vendors.

- Use of facilities procedures and packets are posted on the business services webpage.

Work performed in school CTE programs

- Our policy of signed releases for work done in school shops must be followed. Failure to do so is a violation of Board policy and leaves the principal and teacher without support in case of liability issue. Any person including all employees must sign a waiver for work performed in any shop.

Student Accident Insurance Program

- The district maintains compulsory student accident insurance through Monarch Management Company, which provides secondary coverage during the school program activities (parents have primary coverage responsibility)
- Optional insurance can still be purchased for around-the-clock protection through parents/guardians.
- Procedures/claims information are posted on the business services webpage.

Food Service - Child Nutrition Program

- The Board has re-employed ARAMARK to supervise the breakfast/lunch program.
- The Business Office will be handling the National School Free and Reduced Program. Mrs. Francine Thompson is the certifying officer for the district. All approvals, data entry, and verification will be done in the Business Office. The principals are responsible for the summer student mailing of the food program materials and the collection of all the completed paper forms. All forms need to be sent to the Business Office upon receipt without exception.
- A detailed listing of responsibilities and procedures for national free and reduced lunch program are posted on the business services webpage.

Food Request - Events and Activities

- Providing food for staff/employees is prohibited with one exception. If a staff member is an integral part of a meeting or event that is held for students, parents, community, or other outside officials/dignitaries including Board members.
- No food without reimbursement shall be provided in meetings with staff, regardless of the purpose, if only employees are present. If food is provided each staff member shall reimburse the District for the cost of the food provided.
- An Activity Food Request form should be completed prior to any event where food will be provided. If the food is provided by Aramark the form needs to be signed by the Aramark Director with an estimate of cost per person before sending it to the Business office for approval. If food is provided through the Culinary program, an estimated cost should be provided by the instructor. If the food is provided through an outside vendor, a quote should be attached.
- No food should be provided without an approved written request. All requests must be sent in for approval prior to the event.

- No employees shall accept food through the cafeteria or Culinary program dining areas without payment.
- Activity food service request forms are posted on the business services webpage.

Field Trips

- Regular field trips are requested twice a year in the fall (September - January) and spring (February - June). Field trip fall requests are made in August for September/October approval. Spring requests are made in December for the January/February approval.
- Additional field trips needed and not included on your fall and spring request will be considered as opportunities pop-up during the school year. All trips require Board Approval. Please see procedures for “Additional Field Trips”.
- The District school bus should be requested for field trips within reasonable distances. If the school bus is unavailable the trips will require a quote or sealed bid depending on circumstances.
- Detailed procedures for field trips and additional field trips are posted on the business services webpage along with the school bus request form.

Student Activity Funds

- As of July 1, 2022 all student activity fund tracking will be done using a digital medium (Google Sheet) in a pre-described format approved by the Assistant Business Administrator.
- Student activity funds are now required to be reported monthly in the district's finance reports. It is imperative that the books be maintained on a daily basis and reconciled as soon as the bank statements arrive. Student activity reports are due to the business office by the 10th of the following month.
- The sub accounts in each ledger should only be represented by an officially approved club with an advisor. A miscellaneous account for student activity purchases that will be supported by and reimbursed with board operating funds is permissible as an “in and out” account only. All other deposits must be assigned to an approved activity.
- Funds should only be deposited and used for student activities from an approved club. Collecting funds to purchase instructional, program, or administrative supplies for the school is prohibited.
- Every disbursement must have a request for payment by check with an accompanying receipt/invoice. In the case of a receipt for reimbursement, the receipt must clearly identify the check “payee” as the party seeking reimbursement.
- All purchases with student activity funds are subject to the same 18A:18A regulations for procuring goods and services. Multiple quotes are required for purchases over \$6,600. Any purchases over \$44,000 require a public bid, state contract, or cooperative bid and must be approved at a board of education meeting.
- Purchases from the miscellaneous sub account should only be made on an emergency basis with prior approval from the Business Administrator for items that are required but a purchase order will not be accepted. Examples include graduation awards, student/athlete award events

(outside District), etc. Reimbursement for the teacher/pupil fund should be requisitioned with the appropriate documentation (invoice and check copy) immediately following the purchase.

- In **no** circumstances should a parent or student purchase items or services for a student activity/function and be reimbursed out of the student activity fund.

Miscellaneous

- Business office deadlines, bus breakdown procedures, and various other forms are located on the business services webpage.