

Requisition - New Requisition

File Edit View Help

New Update Copy Save Save And Submit Save and Close Refresh

Requisition

Req Number New - Not Saved Transaction Date 04/26/2012

Vendor ID Vendor Name Description **SUPPLIES** Req Source Other

Contract/Bid Ref Ship To Building Ship To Contact Req Amount 0.00

Approval Status Not Submitted

Requisition Detail

Requisition Items Account Distribution Shipping Distribution File Attachments Requisition History

Req Address Ship To Address

A description of the Requisition Entry fields is listed below:

Req Number - This is the number that uniquely identifies the requisition. When adding a requisition, this number is assigned by the system and defaults to the next sequential requisition number. The requisition number is not modifiable.

Vendor ID (REQUIRED) - Enter the vendor ID or click Search  to search for an existing vendor, or click Add  to add a new vendor record in the Vendor Setup File. The Vendor Name defaults upon entry of the vendor ID.

Description (REQUIRED) - If the PO Source is Other, Bid, or State Contract, enter free-form text that describes this requisition. If the requisition originated from a Bid that was imported from nVision Bid into nVision Requisition, the Description defaults to the name of the bid. Description text displays beneath the Order To section on the printed purchase order.

Requestor (REQUIRED) - The name of the requestor. This field defaults to the name of the user who is currently logged into nVision Requisitioning. Use the drop-down arrow to choose from a listing of other individuals this requestor can enter requisitions for.

WHITE PLAINS CITY SCHOOL DISTRICT
PURCHASE ORDER INCREASE/DECREASE FORM

Use of form:

- Miscellaneous changes in existing purchase orders due to change in shipping charges, pricing, etc.
- Partial decrease of an existing purchase order, in order to free up funds

Do not use the form for the following:

- To close an existing purchase order, please direct that to accounts payable department
- To purchase additional quantities, this circumvents the encumbrance process, which violates General Municipal Law and Board Policy, new quantities/services need to be established through a new purchase order

Forms will be returned if they are not completed properly or used incorrectly

Instructions:

- Fill out the form completely and provide detailed explanation.
- Please sign electronically (**in colored ink**) and email form to Paula Christensen (only) using your email account.
- Please allow minimum of 3 days to process.
- Email will be sent confirming approval.

P.O. # _____ VENDOR NAME: _____

INCREASE AMOUNT: \$ _____ OR **DECREASE** AMOUNT: \$ _____

ACCOUNT CODE: _____

ARE FUNDS AVAILABLE IN THE ACCOUNT: Yes _____ No _____

DETAILED EXPLANATION **REQUIRED:** _____

REQUESTED BY: _____ DATE: _____
(PRINT NAME CLEARLY)

APPROVED BY: _____ DATE: _____
(PRINCIPAL/ADMINISTRATOR - FULL SIGNATURE)

PURCHASING AGENT/ASS'T SUPERINTENDENT FOR BUSINESS AUTHORIZATION:

DATE: _____

Approval Path Sheet for Online Ordering

Staples, School Specialty & Lakeshore

Fill out the below form and send it to the Purchasing Department. Please note this form must be signed by the Office Manager/Department Requisitioner.

Check accounts needed. Staples: _____ School Specialty: _____ Lakeshore: _____

Teacher Name: _____
(Please Print)

Email: _____

Delivery Location: _____

Room Number: _____ Telephone Extension: _____

Check One: New Account: _____ Transfer Account: _____ Additional Approval Path: _____

Office Manager/Dept. Requisitioner: _____

Approval Path if different than above: _____

Office Manager/ Dept. Requisitioner Signature: _____

- This form must be submitted through your Office Manager/Dept. Requisitioner. They will email the completed form to the Purchasing Agent.
- Please allow up to 7 days for your request to be processed.
- Once this form has been submitted to Staples/School Specialty/Lakeshore, you will receive a welcome email. Please follow all instructions in your email to set up and access your account.
- If you are experiencing problems setting up your account or getting access, please email your Office Manager/Dept. Requisitioner with your issue. They will notify the Purchasing Department and your email will be forwarded to the appropriate vendor support team.

**VENDOR NOT ON EXCLUSION LIST MAINTAINED BY THE FEDERAL GOVERNMENT'S
SYSTEM FOR AWARD MANAGEMENT (SAM) CERTIFICATION FORM**

THIS FORM MUST BE SIGNED BY VENDOR AND SUBMITTED FOR VERIFICATION

I, _____, deposes and says that
(Name of Individual Signing this Certification)

I am the _____ of _____
(Title/Position of Signer) (Name of Vendor)

Located at: _____

and that by submission of this form, I certify on behalf of the above-named vendor, under penalty of perjury, that the above-named vendor is not on the Exclusion List maintained by the U.S. Government's System for Award Management (SAM).

Signature Date: _____

VENDOR DUNS #: _____ **OR CAGE CODE:** _____

Portion of this form below this line is FOR OFFICE USE ONLY. Vendor completes only the portion of the form above this line. The portion of this form below this line will be completed by the White Plains City School District (WPCSD) employee requesting the new or updated vendor information.

Print WPCSD Employee Name and Title: _____

Date reviewed U.S. Government's SAM's Exclusion List: _____

Vendor Name: _____

Check the one that applies:

_____ Vendor was NOT included on U.S. Government's SAM's
Exclusion List

_____ Vendor was included on U.S. Government's SAM's Exclusion List

WPSCD Employee Signature: _____

<https://sam.gov/SAM/>

Data Privacy Procedures and Software/Licenses Purchasing:

In order to be compliant with the new ED-2 laws, all software or licenses that will need to be purchased must be approved by the District's Data Privacy Officer (DPO). The District's DPO is Ron Velez. A Data Privacy Agreement will need to be signed by the vendor approving the vendor's plan on protecting all data that has been collected on the students/teachers of WPCSD. If you are not sure if the software will collect data, please email Ron for confirmation.

Purchasing of Software/Licenses Procedures:

- Check to see if available through BOCES. Please note: All software or licenses to be purchased must first be checked to see if it can be purchased through Southern Westchester BOCES. If you can purchase what is needed through BOCES, then the ED-2 law requirements for Data Privacy will be met and you will not need to follow the below procedures.

If you are **unable to purchase** the software/licenses through SW BOCES:

- Upon receipt of vendor quote and prior to any requisition for software or licenses, the vendor must fill out and sign a Data Privacy Agreement and send it to Ron for approval. If a teacher is requesting the software purchase or license purchase, the Principal or Department Coordinator must approve the purchase prior to sending to Ron.
- Ron will approve the Data Privacy Agreement and stamp it approved. If he has any questions regarding what the vendor has written on the agreement, he will contact the vendor and discuss it with them. If the vendor has any questions regarding the Data Privacy Agreement, then they should email Ron directly.
- Attach the approved Data Privacy Agreement to the requisition. If it is not attached, the requisition will be disapproved and sent back to the requisitioner.
- If Ron does not approve the signed agreement, then you will not be able to purchase the software or licenses using that vendor.
- If the vendor does not want to fill out and sign the agreement, then you will not be able to purchase from the vendor.
- Once the requisition has been converted to a purchase order, the Data Privacy Agreement will be signed by the District's Assistant Superintendent for Business and attached to the po for a complete audit trail. If the vendor requests a copy, it can be emailed to them.

WHITE PLAINS PUBLIC SCHOOLS

**NYS EDUCATION LAW 2-d
DATA SECURITY AND PRIVACY PLAN ADDENDUM
WITH PARENTS' BILL OF RIGHTS**

Any vendor (aka: Third Party Contractor) that is handling personally identifiable information (PII) on students or confidential personally identifiable evaluation data (APPR) of classroom teachers or principals in either electronic or paper format, must sign off on the attached forms.

Vendor form

Name of Vendor/Contractor/Company: _____

Address: _____

Phone #: _____

Name of person completing this form: _____

Title of person completing this form: _____

Signature of person completing this form: _____

Date: _____

Name of software title: _____

Vendor URL of software title: _____

Vendor URL of software use Terms and Conditions: _____

Vendor URL of software Data Privacy Terms and Conditions: _____

WHITE PLAINS PUBLIC SCHOOLS
DATA SECURITY AND PRIVACY ADDENDUM
WITH PARENTS' BILL OF RIGHTS

_____, having offices at _____
(hereinafter “Third-party Contractor”) and White Plains City School District, having offices at 5
Homeside Lane, White Plains, NY 10605 (hereinafter “School District”) hereby agree to make
this Data Security and Privacy Plan part of their Agreement for services, dated _____
(the “Agreement”) and attach it as an Addendum to that Agreement. For this Data Security and
Privacy Plan, the parties hereby agree to the following:

1. Definitions: Terms used in this Data and Security Privacy Plan (the “Plan”) shall have
the same meanings as those found in Education Law Section 2-d(1) and the Regulations of the
Commissioner of Education at Section 121.1 of Title 8 of the New York Codes, Rules and
Regulations (8 NYCRR § 121.1), unless more broadly defined herein.

2. Confidential Information. Third-party Contractor understands that in performing its
Agreement with the School District, Third-party Contractor, its employees, officers, agents and
subcontractors may have access to confidential information in the possession of the School
District, including, but not limited to names, facts or information about individuals, businesses and
families. Third-party Contractor may also have access to or acquire confidential information,
potentially including student data, student directory information, student records, teacher or
principal data, personnel information and records, information regarding sensitive, confidential or
internal School District matters and other protected information. For purposes of this Plan and the
Agreement, it is agreed that the definition of Confidential Information includes all documentary,
electronic or oral information made known to Third-party Contractor through any activity related

to the Agreement and the School District's use of the products and/or services provided by Third-party Contractor, except information available to Third-party Contractor from third parties on an unrestricted basis. Third-party Contractor understands that any unauthorized disclosure, publication and/or communication of such Confidential Information shall be considered a breach of this Addendum and the Agreement. Third-party Contractor agrees that if he/she/it receives a request for disclosure of confidential information obtained from the School District, including but not limited to student data or teacher or principal data as defined by New York Education Law Section 2-d, pursuant to a statute, subpoena or court order, he/she/it shall notify the School District prior to disclosing the School District's confidential information, unless providing notice of the disclosure is expressly prohibited by the statute, subpoena or court order.

3. Without limiting any of the foregoing statements, Third-party Contractor further agrees:

- a. To execute, comply with and incorporate as Exhibit "1" to this Plan, as required by New York State Education Law Section 2-d and its implementing regulations, the Parents' Bill of Rights for Data Privacy and Security developed by the School District;
- b. To adopt technologies, safeguards and practices that align with the NIST Cybersecurity Framework;
- c. To comply with the data security and privacy policy of the School District, New York Education Law Section 2-d and Part 121 of the Regulations of the Commissioner of Education as well as any changes to the policy, law and regulations that may be enacted, adopted and/or become effective during the term of this Agreement;
- d. Not to sell, use or disclose personally identifiable student, teacher or principal data or information for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so;
- e. Not to use the education records of the School District or any personally identifiable student, teacher and/or principal information or data of the School District, as those terms are defined in Education Law Section 2-d and Part 121 of the Regulations of

the Commissioner of Education, for any purpose other than those explicitly authorized in this Plan or the Agreement;

- f. To use and maintain reasonable administrative, technical and physical safeguards and practices that align with the NIST Cybersecurity Framework and are otherwise consistent with industry standards and best practices, including but not limited to encryption technology, firewalls and password protection, to protect the security, confidentiality and integrity of personally identifiable student, teacher and/or principal information or data of the School District while in motion or in the custody of Third-party Contractor from unauthorized disclosure as prescribed by state and federal law, regulations, and the Agreement and the Third-party Contractor represents and warrants that it has the following safeguards and practices in place to protect personally identifiable information of the School District that it receives, maintains, stores, transmits or generates pursuant to the Agreement:
 - i. [insert list or description of safeguards and practices of the Third-party Contractor];
- g. To limit internal access within Third-party Contractor to personally identifiable student, teacher and principal information and data of the School District to only those officers, directors, employees, or authorized sub-contractors or assignees of the Third-party Contractor that are determined to need access to such records or data to perform the services set forth in the Agreement;
- h. To use encryption **using at a minimum Advanced Encryption Standard (AES) 128 bit** to protect personally identifiable student, teacher and or principal information or data of the School District in Third-party Contractor's custody while in motion or at rest from unauthorized disclosure;
- i. Not to disclose any personally identifiable student, teacher or principal information or data of the School District, as those terms are defined in Education Law Section 2-d and Part 121 of the Regulations of the Commissioner of Education , directly or indirectly, to any other party who is not an officer, director, employee or authorized subcontractor or assignee of the Third-party Contractor using the data or information to carry out Third-party Contractor's obligations under the Agreement in compliance with New York State and federal law, regulations, and the Agreement, unless
 - i. the other party has the prior written consent of the applicable student's parent/guardian or of the eligible student; or
 - ii. the other party has the prior written consent of the applicable teacher or principal; or
 - iii. the disclosure to the other party is required by statute, subpoena or court order and the Third-party Contractor provides a notice of disclosure to the New York State Education Department or the School District no later than the time the

information is disclosed, unless providing notice of disclosure is expressly prohibited by the statute, subpoena or court order;

- j. To impose on any sub-contractor engaged by Contractor, with the consent of the School District, to perform any of its obligations under this Agreement the requirement to comply with all the confidentiality and data privacy and security obligations imposed on Contractor in this Agreement and by state and federal law and regulations, including but not limited to Section 2-d of New York State Education Law and Part 121 of the Regulations of the New York State Commissioner of Education;
- k. In the event that a student's parent or guardian or an eligible student seeks to challenge the accuracy of student data pertaining to the particular student, which data may include records maintained, stored, transmitted or generated by the Third-party Contractor pursuant to this Agreement, the challenge will be directed in writing to Dr. Joseph Ricca, Superintendent of Schools, 5 Homeside Lane, White Plains, NY 10605, 914 422-2033, josephricca@wpcsd.k12.ny.us and processed in accordance with the School District's procedures;
- l. In the event that a teacher or principal seeks to challenge the accuracy of teacher or principal data pertaining to the particular teacher or principal, which data may include records maintained, stored, transmitted or generated by the Third-party Contractor pursuant to this Agreement, the challenge will be directed in writing to Dr. Joseph Ricca, Superintendent of Schools, 5 Homeside Lane, White Plains, NY 10605, 914 422-2033, josephricca@wpcsd.k12.ny.us and processed in accordance with the procedures the School District has established for challenging annual professional performance review ("APPR") data;
- m. To immediately notify the School District's Superintendent of Schools in the most expedient way possible and without unreasonable delay and in no event more than seven (7) calendar days after discovering that any personally identifiable information of the School District, its employees, students, teachers, principals or administrators is breached and/or released without authorization;
- n. To take immediate steps to limit and mitigate to the greatest extent practicable the damages arising from any breach or unauthorized release of any personally identifiable information of the School District, its employees, students, teachers, principals or administrators;
- o. In the event of a breach or unauthorized release of any personally identifiable information of the School District, its employees, students, teachers or administrators by or attributable to Third-party Contractor, Third-party Contractor must pay for or promptly reimburse the School District for the full cost of any notifications the School District makes as a result of the breach or unauthorized release;

- p. To cooperate with the School District and other parties to protect the integrity of investigations into the breach or unauthorized release of personally identifiable information.
- q. Parents and/or guardians of students attending the School District's schools have the right to inspect and review the complete contents of their child's education record, which may include records maintained, stored, transmitted, and/or generated by Third-party Contractor; and
- r. In the event Third-party Contractor breaches any of the privacy and confidentiality provisions of this Plan or the Agreement, the School District, at its sole discretion, may immediately terminate the Agreement.

4. Outline/describe how the Third-party Contractor will implement all state, federal and local data security and privacy requirements over the term of the Agreement in a manner that is consistent with the data security and privacy policy of the School District: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5. Confidentiality Training. Third-party Contractor acknowledges that federal and state laws protect the confidentiality of personally identifiable information of the School District's students as well as its teachers and principals. Prior to obtaining access or any further access to personally identifiable information of the School District's students, teachers and principals, Third-party Contractor represents and warrants that any officers, employees, subcontractors or agents of Third-party Contractor, who will have access to student, teacher and/or principal data of the School District, have received or will receive training on the federal and state laws governing confidentiality of such data from/by [insert how the training was or will be done]

6. The Third-party Contractor represents and warrants that the information contained in the Supplemental Information portion of the Parents' Bill of Rights for Data Privacy and Security of the School District with respect to the Agreement, as stated in Exhibit 1 to this Plan, is accurate.

7. Will the Third-party Contractor utilize sub-contractors in the performance of this Agreement? (check one)

☐ Yes

☐ No

If Yes, how will the Third-party Contractor manage the sub-contractors to ensure personally identifiable data and information is protected?

8. Describe how the Third-party Contractor will manage data privacy and security incidents that involve personally identifiable data or information, including but not limited to (a) what actions are taken to check for and identify data breaches and unauthorized disclosures of personally identifiable information or data and (b) how the School District will be notified promptly of any data breaches and unauthorized disclosures of personally identifiable data or information? _____

9. Upon the expiration or non-renewal or termination of the Agreement, if requested by the School District, the Third-party Contractor will assist the School District in exporting in a form acceptable to the School District all student, teacher or principal data previously received by the Third-party Contractor or generated by the Third-party Contractor pursuant to the Agreement. In addition, after exporting such data if requested, within ninety (90) days of the expiration or non-renewal or termination of this Agreement, all information and data of the School District remaining in the possession of the Third-party Contractor will be deleted in accordance with the National Institute of Standards and Technology (NIST) standard 800-88.

10. It is understood that further revisions to this Plan or the Agreement may be necessary to ensure compliance with New York State Education Law Section 2-d if School District policies are adopted or revised or if New York Education Law Section 2-d or Part 121 of the Regulations of the Commissioner of Education are amended. Third-party Contractor and the School District agree to take such additional steps as may be necessary at that time to facilitate compliance with New York Education Law Section 2-d and Part 121 of the Regulations of the Commissioner of Education.

11. Except as specifically amended herein, all of the terms contained in the Agreement are hereby ratified and confirmed in all respects, and shall continue to apply with full force and effect.

12. The parties further agree that the terms and conditions set forth in this Plan shall survive the expiration and/or termination of the Agreement.

13. The undersigned representative of Third-party Contractor hereby represents and warrants that the undersigned is the owner or an officer, director, or agent of Third-party Contractor with full legal rights, power and authority to enter into this Addendum on behalf of Third-party Contractor and to bind Third-party Contractor with respect to the obligations enforceable against Third-party Contractor in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Addendum on:

WHITE PLAINS CITY
SCHOOL DISTRICT

Third Party Contractor

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

EXHIBIT 1

Parents' Bill of Rights Pursuant to Education Law §2-d

In accordance with Section 2-d of the New York State Education Law, the White Plains City School District hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students and their parents and legal guardians.

- (1) Section 2-d of the New York State Education Law ("Section 2-d") and the Family Educational Rights and Privacy Act ("FERPA") protect the confidentiality of personally identifiable information. Section 2-d and FERPA assures the confidentiality of records with respect to "third parties," and provides parents with the right to consent to disclosures of personally identifiable information contained in the students' education records. Exceptions to this include school employees, officials and certain State and Federal officials who have a legitimate educational need to access such records. In addition, the District will, upon request of parents, or adult students, or if otherwise required by law, disclose student records to officials of another school district in which a student seeks to enroll.
- (2) A student's personally identifiable information cannot be sold or released for any marketing or commercial purposes. The District will not sell student personally identifiable information and will not release it for marketing or commercial purposes, other than directory information released by the District in accordance with District policy.
- (3) Personally identifiable information of students will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
- (4) Personally identifiable information includes, but is not limited to:
 - i. The student's name;
 - ii. The name of the student's parent or other family members;
 - iii. The address of the student or student's family;
 - iv. A personal identifier, such as the student's social security number, student number, or biometric record;
 - v. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
 - vi. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

- vii. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.
- (5) In accordance with FERPA, Section 2-d and the District's Student Record Policy, parents have the right to inspect and review the complete contents of their child's education record.
- (6) The District has the following safeguards in place to protect student data, including personally identifiable information stored or transferred by the District: Centralized databases utilizing the Advanced Encryption Standard (AES) with minimums of 128 bit key encryption; computer servers are centralized in the district datacenter, which is locked and alarmed; utilizing a variety of intrusion detection software and policies, including firewall protection services of BOCES, antivirus software, network monitoring via WhatsUpGold software; strong/complex password policy with a change in effect every 90 or 180 days depending on the exact software system; constant training and reminders of users to not share usernames or passwords on any database system; annual audit of the safety systems by District's internal auditor.
- (7) New York State, through the New York State Education Department, collects a number of student data elements for authorized uses. A complete list of all student data elements collected by the State is available for public review, at <http://www.nysed.gov/common/nysed/files/programs/student-data-privacy/collected-data-elements-1-17-2020.pdf> or may be obtained by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
- (8) Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Any such complaint should be submitted, in writing, to: Dr. Joseph Ricca, Superintendent of Schools, 5 Homeside Lane, White Plains, NY 10605, 914 422-2033, josephricca@wpcsd.k12.ny.us. Complaints can also be directed to the New York State Education Department online at <http://nysed.gov.data-privacy-security>, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to privacy@mail.nysed.gov or by telephone at 5178-474-0937.

- (6) Third-party Contractor will use Advanced Encryption Standard (AES) with minimums of 128 bit key encryption or better to protect the Data while in motion or at rest in its custody.

WHITE PLAINS CITY SCHOOL
DISTRICT

THIRD-PARTY CONTRACTOR

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

Amazon Business Online Orders

Technology Accessories & Supply Purchases

All schools will be set up with access to Amazon Business online ordering for the purpose of ordering technology accessories and supply products that cannot be purchased through normal purchasing channels. You may only utilize the WPCSD Amazon Business account for purchasing technology accessories and supplies.

Please note: You will not be able to purchase on Amazon the following: Computers, Printers, I-Pads or any Apple or Dell product.

Please follow the below procedures:

- Email Ron with the Amazon link for his approval.
- Ron will send you an email for the product stamped approved by Ron Velez.
- Place a requisition for the product needed and attach the stamped approved email from Ron. If it is not approved by Ron, your requisition will be disapproved.
- Once the po has been converted – place your order on Amazon Business.
- Log into Amazon Business. Create a cart for your order. Place po # on cart. Submit your cart. Your approver must approve the cart within 7 days or the price for the item will be different then what was quoted on your cart. The price stays firm for 7 days.
- After the cart has been approved, it will come to me for final approval. If I do not receive the cart within the 7 days of creation, it will not allow me to final approve the cart. It will default to non-approval status and will need to be reentered by the requisitioner using a new cart with updated pricing.
- These orders will be delivered directly to the school/building – not to Central Processing.
- Any items that are considered high risk walkable items and/or purchased using federal funds must be asset tagged according to District policy. Please refer to the Districts Capital Asset Accounting Policy and Regulations.

	A	B	C	D	E
1		Calendar of Dates for Claims Auditor - Rose Rich			
2		2020-2021	ACCOUNTS PAYABLE		
4	DAY OF WEEK	A/P CHECK RUN	A/P AUDIT DATE	CLAIMS RECEIVED BY	
5	TUESDAY	7/28/2020	7/28/2020	7/17/2020	
6	TUESDAY	8/11/2020	8/11/2020	8/7/2020	
7	TUESDAY	8/25/2020	8/25/2020	8/21/2020	
8	TUESDAY	9/8/2020	9/8/2020	9/4/2020	
9	TUESDAY	9/22/2020	9/22/2020	9/18/2020	
10	TUESDAY	10/6/2020	10/6/2020	10/2/2020	
11	TUESDAY	10/20/2020	10/20/2020	10/16/2020	
12	TUESDAY	11/3/2020	11/3/2020	10/30/2020	
13	TUESDAY	11/17/2020	11/17/2020	12/4/2020	
14	TUESDAY	12/8/2020	12/8/2020	11/27/2020	
15	TUESDAY	12/22/2020	12/22/2020	12/18/2020	
16	TUESDAY	1/12/2021	1/12/2021	1/8/2021	
17	TUESDAY	1/26/2021	1/26/2021	1/22/2021	
18	TUESDAY	2/9/2021	2/9/2021	2/5/2021	
19	TUESDAY	2/23/2021	2/23/2021	2/19/2021	
20	TUESDAY	3/9/2021	3/9/2021	3/5/2021	
21	TUESDAY	3/23/2021	3/23/2021	3/19/2021	
22	TUESDAY	4/13/2021	4/13/2021	4/9/2021	
23	TUESDAY	4/27/2021	4/27/2021	4/23/2021	
24	TUESDAY	5/11/2021	5/11/2021	5/7/2021	
25	TUESDAY	5/25/2021	5/25/2021	5/21/2021	
26	TUESDAY	6/8/2021	6/8/2021	6/4/2021	
27	TUESDAY	6/22/2021	6/22/2021	6/18/2021	
28					
29					
30					
31	IF A PAYMENT/CHECK IS NEEDED BY A CERTAIN DATE THE CLAIM MUST BE RECEIVED				
32	PRIOR TO THE CLAIMS RECEIVED DATE LISTED ABOVE				

Conference Expense Reimbursement Claim Form

Use this form to accompany the receiving copy of the purchase order created after conference approval (MLP) or with the signed Conference Request Form. Expense Reimbursement Policy #6830 and Regulation #6830R contain the details of approved conference expenses and the procedures and requirements for reimbursement. It is the employee's responsibility to read the policy and regulation prior to attending the conference. Expenses will not be reimbursed because of ignorance of the policy/regulation by the employee. **Reimbursement claims must be submitted within 30 days of travel.**

Employee Name: _____ PO#: _____

Conference Name: _____ Conference Dates: _____

Total Expense for Meals: _____ *Refer to GSA meal rates for allowance.

Total Mileage @ \$.575* per mile _____ *MapQuest from school to conference.

* Current IRS mileage rate prevails, regardless of what appears on this form.

Tolls _____

Parking _____

Airfare or Train fare _____

Hotel (if not paid by separate PO) _____ *Refer to GSA lodging rates for allowance.

Registration (if not paid by separate PO) _____

Miscellaneous _____

Please specify nature of miscellaneous expense:

Attach all **original itemized receipts**. Include receipts for meals, copy of GSA meal rates & lodging, MapQuest printout for mileage, EZ Pass statement and any other additional receipts needed to support your reimbursement.

Itemized receipts attached: Yes _____ No _____

I attest that I incurred the expenses listed above as a result of participating in approved conference travel to conduct school business and that no expenses disallowed in Expense Reimbursement Policy #6830 and Regulation #6830R are included.

Employee Signature _____

Date _____

Business Office Use Only:

Total Verified Amount to be Reimbursed: \$ _____ Initial _____

[illegible]

TABLE SHOWING APPROXIMATE AUTOMOBILE
MILEAGE BETWEEN THE VARIOUS SCHOOLS

(.3 of a mile allowance for parking, turning, etc., is included in these calculations)

	ED. H.	G.W.	ESTV.	MAMK.	MID.	P.R.	RDG.	ROCH.	H.S.	N.Y.H.	CH.ST.
Education House		3.80	3.49	2.88	2.87	4.94	1.67	4.27	1.40	2.41	3.97
George Washington	3.80		3.38	2.69	1.20	2.65	3.55	2.42	2.75	2.37	0.86
Eastview	3.49	3.38		0.89	2.07	1.20	1.60	1.83	2.08	1.75	2.27
Mamaroneck Ave.	2.88	2.69	0.89		1.80	1.14	1.57	1.66	1.66	1.14	2.15
Middle School/Highla	2.87	1.20	2.07	1.80		1.90	2.54	1.66	1.90	1.38	1.18
Post Road	4.94	2.65	1.20	1.14	1.90		2.20	0.63	2.52	2.26	1.86
Ridgeway	1.67	3.55	1.60	1.57	2.54	2.20		3.22	1.67	2.17	3.18
Rochambeau	4.27	2.42	1.83	1.66	1.66	0.63	3.22		3.02	2.57	2.40
W.P. High School	1.40	2.75	2.08	1.66	1.90	2.52	1.67	3.02		1.34	2.70
Stepinac & O.L.S.	1.90	3.35	0.99	1.30	2.17	1.84	0.40	2.26	1.90	2.00	2.78
St. John's	3.50	1.59	1.65	1.51	1.07	1.10	2.70	0.77	2.16	2.38	0.60
N.Y. Hosp. Annex	2.41	2.37	1.75	1.14	1.38	2.26	2.17	2.57	1.34		2.30
Church Street	3.97	0.86	2.27	2.15	1.18	1.86	3.18	2.40	2.70	2.30	

From City Line - No. White Plains South to City Line - Harrison - 4.43