

This guide was developed by the Business Office to provide employees with important information in one convenient location. Referenced forms are available on the business office webpage.

Description	Related Documentation
<p>Catering Requests</p> <ul style="list-style-type: none"> ⬡ All catering requests must be submitted no less than 10 days prior to the scheduled event using the catering request form. 	<p>Reference: Catering Request Form; Catering Brochure</p>
<p>Classroom & Office Supplies</p> <ul style="list-style-type: none"> ⬡ All requests for classroom or office supplies should be directed to the support staff in your building or department. 	<p>Reference: Requisition Form</p>
<p>Conferences</p> <ul style="list-style-type: none"> ⬡ Approval for conferences must be submitted via My Learning Plan (Frontline Education) ⬡ New York State hotel reservations must be made tax exempt ⬡ Purchase orders should be used for all hotel stays 	<p>www.frontlineeducation.com/signin</p>
<p>Disposal of Worthless Equipment</p> <ul style="list-style-type: none"> ⬡ The Disposal Form must be completed for all equipment that is no longer useful. ⬡ Do not remove equipment until the disposal form is processed and approved by the Board of Education. 	<p>Reference: Disposal Form</p>
<p>Extraclassroom & Fundraising</p> <ul style="list-style-type: none"> ⬡ All fundraisers must be pre-approved before any activities begin. ⬡ Forward all completed forms to the main office no less than seven (7) days prior to the requested start date. ⬡ Club charter forms must be completed and submitted by no later than October 30, 2021. 	<p>Reference: Club Procedures Training; Deposit Form; Fundraising Form; Club Attendance Form</p>
<p>Multi-Function Copiers & Printers</p> <ul style="list-style-type: none"> ⬡ All buildings have multi-function copiers that can print, scan, fax and copy. ⬡ Print jobs can be retrieved using your employee badge at any accessible Xerox copier by selecting <u>Xerox Secure Print on TUFSDS06</u> as the printer. ⬡ All staff can print color jobs using the Xerox copiers by selecting color in the Xerox Print Dialog Box. ⬡ Xerox is managing all of our printers. For supplies, call (800) 842-0009 for service call (800) 648-4236. 	<p>Reference: Register Your Card, Release Print Jobs & Xerox Color Printing</p>
<p>Payroll & Benefits</p> <ul style="list-style-type: none"> ⬡ Payroll options for TAT Association Members include 22 pays or 27 pays. Payroll option forms must be submitted to the payroll office no later than August 14, 2021 (default is 27 pays). ⬡ Flexible Spending benefits are available. All forms are due to the payroll office by no later than Friday, October 15, 2021. 	<p>Reference: Payroll Calendar; Payroll Option Form;</p>
<p>Travel & Expense Reimbursement</p> <ul style="list-style-type: none"> ⬡ All travel and expense reimbursement requests should be submitted within 60 Days of incurring the expense. ⬡ Original receipts and google map printouts are required for reimbursements. The mileage starting point must be your assigned school location. ⬡ Sales tax will not be reimbursed. 	<p>Reference: Mileage & Expense Reimbursement Form; Reimbursement Claim Form</p>