

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

Description	Related Documentation
<p><b>Accounts Payable</b></p> <ul style="list-style-type: none"> <li>⦿ All invoices should be sent to the accounts payable office.</li> <li>⦿ Receiving must be done in WinCap weekly to ensure prompt payment and avoid delay of future orders.</li> </ul>	<p>Reference: WinCap Itemized Receiving; Business Office Dates &amp; Deadlines</p>
<p><b>Child Nutrition Program</b></p> <ul style="list-style-type: none"> <li>⦿ Student meal status from July 2023 will remain in effect until <b>October 15, 2024</b>. New meal applications must be completed annually.</li> <li>⦿ Completed free &amp; reduced meal applications are processed in the business office.</li> </ul>	<p>Reference: myschoolbucks.com for payments; Free &amp; Reduced Lunch Application</p>
<p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>⦿ All Professional Services/Consultants contracts must be executed with all signatures and attached to related purchase orders.</li> </ul>	<p>Reference: Independent Consultant Agreement</p>
<p><b>Deposits &amp; Petty Cash</b></p> <ul style="list-style-type: none"> <li>⦿ All deposits must be sent to the business office within 72 hours of receipt and must be submitted with a completed deposit form. Please do not staple checks.</li> <li>⦿ Petty cash may be used for emergency purchases of \$20.00 or less. Sales tax must not be reimbursed. Petty cash boxes and logs will be distributed by September 10, 2023 and must be returned to the business office by June 18, 2024.</li> </ul>	<p>Reference: Deposit Form; Petty Cash Disbursement Form</p>
<p><b>Donations</b></p> <ul style="list-style-type: none"> <li>⦿ All donations of funds or equipment must be board approved before they can be utilized. Please forward completed donation forms to the business office after building or department administrator approval.</li> </ul>	<p>Reference: CM Deposit Form and/or Donation Form; Board Meeting Schedule</p>
<p><b>Foundation &amp; PTA Grants</b></p> <ul style="list-style-type: none"> <li>⦿ All foundation grant awards are organized in 5 pillars. All purchases for grant awards will be routed through main office staff.</li> </ul>	<p><a href="https://www.tarrytownschoolsfoundation.org">https://www.tarrytownschoolsfoundation.org</a></p>
<p><b>Mileage Reimbursement</b></p> <ul style="list-style-type: none"> <li>⦿ All mileage reimbursements must have budget code included. The building or department administrator must sign and date all reimbursement and mileage forms.</li> <li>⦿ Please confirm that the required backup documentation is included before submitting to the business office.</li> </ul>	<p>Reference: Mileage &amp; Expense Reimbursement Form; Reimbursement Claim Form</p>
<p><b>Multi-Function Copiers &amp; Printers</b></p> <ul style="list-style-type: none"> <li>⦿ All buildings have multi-function copiers that can print, scan, fax and copy.</li> <li>⦿ All staff can print color jobs using the Xerox copiers by selecting color in the Xerox Print Dialog Box.</li> <li>⦿ Xerox is managing all of our printers. For supplies, call (800) 842-0009 for service, call (800) 648-4236.</li> </ul>	<p>Reference: Register Your Card &amp; Release Print Jobs, Xerox Color Printing</p>
<p><b>Purchasing</b></p> <ul style="list-style-type: none"> <li>⦿ Supplies can be ordered electronically within WinCap for several vendors using Bid option and Shop Online icon.</li> <li>⦿ Amazon purchases can be completed online by each building or department and will require an approved PO# to submit the order.</li> <li>⦿ New vendor requests must be submitted to the business office via New Vendor Form with necessary W9.</li> <li>⦿ All purchase order change requests must be approved by the business office.</li> <li>⦿ If the budget line has insufficient funds for a requisition you will not be able to submit your order. A budget transfer form must be submitted. Purchase orders are approved or disapproved daily. Please check your pending requisition for status regularly. There is no automatic notification of approval or disapproval of purchase orders.</li> </ul>	<p>Reference: New Vendor Form; W9; Purchase Order Change Form; Budget Transfer Form; PO Disapproval Review</p>
<p><b>Vending Machines</b></p> <ul style="list-style-type: none"> <li>⦿ All issues with vending machines should be forwarded to the business office.</li> </ul>	