

WELCOME BACK 2020

Business Office

Danielle Mancuso – Business Administrator – x3105

Dwayne Ortiz – Administrative Assistant to the Business Administrator – x3104

Gail Bartz – Purchasing, Accounts Payable – x3108

Stacie Winkleman – Payroll, Health Benefits – x3106

Central Office/Administrative Assistance

Patti Cleary – x3102

Buildings and Grounds

John Eschmann – Supervisor of Buildings & Grounds – x3185

Fran Caporaso – Administrative Assistant to Supervisor of B & G – x7189

PURCHASING

1. The mandated laws, rules and regulations are NOT for the convenience of the purchaser but rather to protect public funds and to provide for orderly & consistent practices.
2. Confirming, telephone or verbal orders are prohibited. All purchases must go thru the Purchase Order process. Without an approved and signed P.O., monies are not set aside for the purchase.
3. Quotes – purchases of any specific item or group of items similar in nature, totaling more than \$6,000 but less than \$40,000 must be competitively quoted. Three like quotes are to be solicited and attached to the purchase order. Orders in excess of \$40,000 are put out to bid.
4. Unsure? Please call us.
5. A brief *Purchasing Guidelines Manual* can be found on our website under the Business Office tab (*hard copies available in the Business Office*).

TAX EXEMPT STATUS OF SCHOOL DISTRICTS

1. School districts are exempt from paying taxes when a purchase is made through the regular purchasing process - i.e. a district purchase order. There is no "tax-exempt number".
2. A Tax exempt letter addressing this is on our website

TRAVEL

1. All workshops, conferences, etc. where the total cost is anticipated to exceed \$150 **must** be approved by the Board of Education **PRIOR** to the event. Board Meeting dates are posted on our website and the request must be **received one week (7 business days) prior to the Board meeting**. It is the responsibility of the person requesting approval to provide completed and signed paperwork in a timely fashion. There is no ex-post facto approval available.
2. A memo to staff regarding the A-5 law & travel guidance can be found on our website

EMPLOYMENT / PAYROLL / HEALTH BENEFITS

1. Employment/HR matters (certification, etc.) - Contact *Jennifer Biondi* – Supt's Office- x3103
2. Payroll matters – Contact *Stacie Winkleman* – Business Office
3. Health Benefit Matters –
 - a. Signing up, forms, changes - Contact *Stacie Winkleman*
 - b. Processing issues – contact *Meghn Carr*, Senior Account Manager, Brown & Brown Benefit Advisors, 5 Regent St, Suite 523, Livingston, NJ 07039
Phone: 973-994-9333 Fax: 973-994-2768 Email: mcarr@advisorsbb.com

FIELD TRIPS

1. All field trips/school travel events, by law must be Board approve **prior** to the trip.
2. **Request must be received in Central Office one week (7 business days) prior to the Board meeting.**
3. All field trips are self-funded, no BOE \$.
4. Central Office will help coordinate transportation for your approved trip – please contact *Patti Cleary* (x 3102)