

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO3326E

BUSINESS PROCEDURES
PAYING FOR GOODS AND SERVICES

Recurring Payments (Checks) Which Can Be Released
With Executive Director (or Designee) Approval

<u>Description</u>	<u>Frequency</u>
<u>Payroll Related</u>	
Employee Payroll Checks	BiWeekly
Federal Withholding Remittance	BiWeekly
FICA Deposits	BiWeekly
PERS Pension	BiWeekly
PERS Contributory Insurance	BiWeekly
N.J. State Taxes	BiWeekly
Pa. State Taxes	BiWeekly
Employee Savings Remittance	BiWeekly
Deferred Compensation	BiWeekly
Garnishments	BiWeekly
Health Benefits	BiWeekly
Long Term Disability	BiWeekly
Payroll Advances	Periodic
<u>Operational</u>	
Telephone	Monthly
Expense Checks	Weekly
Phone Lease	Monthly
Petty Cash Office Account Reimbursement	Quarterly
Petty Cash Checking Account	Quarterly
Postage	Periodic
UPS	Periodic
Caterer	Periodic
Contractual Obligations	Periodic