

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: GO/4133.1R

PERSONNEL
ADVANCES

Advances

Association staff may request advances, pursuant to GO/4133.1, by submitting a memo requesting such an advance to the Finance and Operational Services Department at least 10 days prior to the planned trip. Advances will be based on allowable outofpocket expenses, which must be noted in the request.

Any part of an advance which is unused shall be returned to the Finance and Operational Services Department within 10 days from the date of the advance. The Finance and Operational Services Department, when issuing an advance check, will attach a memo reminding the recipient of this provision.

Issued: September 9, 1980

Revised: January 11, 1982
 August 2, 1982
 October 20, 1989
 July 6, 1994