












This employee guide was developed by the BOCES Business Office to provide employees with important information in one convenient location.

Description	Documentation/Links/E-mail
<p><b>Child Nutrition Program</b></p> <ul style="list-style-type: none"> <li>○ All funds for student meal accounts should be forwarded directly to the cashier in each building</li> <li>○ Parents can make payments and review transactions for student meal accounts online via <a href="http://myschoolbucks.com">myschoolbucks.com</a></li> <li>○ Student meal status from June 2016 will remain in effect until September 30, 2016. Breakfast \$1.75; Lunch \$3.00 Reduced \$.25</li> </ul>	<p align="center"> <a href="http://www.myschoolbucks.com">www.myschoolbucks.com</a> </p>
<p><b>Classroom &amp; Office Supplies</b></p> <ul style="list-style-type: none"> <li>○ All requests for classroom or office supplies should be directed to the administrative support staff in your building or department</li> <li>○ Remember to notify support staff when you have received the items you ordered</li> </ul>	<p align="center">  <a href="#">Pre-Requisition Form</a> </p>
<p><b>Conferences</b></p> <ul style="list-style-type: none"> <li>○ Approval for conferences can be submitted via My Learning Plan or the P/NW BOCES Conference form</li> <li>○ All New York State reservations must be made tax exempt</li> </ul>	<p align="center">  <a href="#">Conference Request Process</a>   <a href="#">Conference Form</a>   <a href="#">Tax Exempt Letter</a> </p>
<p><b>Disposal of Worthless Equipment</b></p> <ul style="list-style-type: none"> <li>○ Equipment that is no longer useful must be disposed of by completing the disposal form. Please do not remove any equipment until the disposal form has been processed.</li> </ul>	<p align="center">  <a href="#">Disposal Form</a> </p>
<p><b>Mail</b></p> <ul style="list-style-type: none"> <li>○ The mailroom is located on the Fox Meadow Campus.</li> </ul>	<p align="center"> <a href="mailto:krochet@pnwboces.org">krochet@pnwboces.org</a>   <a href="#">2016-17 Mail Processing Procedures</a> </p>
<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>○ Payroll Audit on September 19, 2016 – Photo ID required</li> <li>○ Flexible Spending – sign up by September 16, 2016</li> </ul>	<p align="center">  <a href="#">2016-17 Payroll Calendar</a>   <a href="#">2016-17 Payroll Booklet</a> </p>
<p><b>RICOH</b></p> <ul style="list-style-type: none"> <li>○ All buildings have multi-function printers that can print, scan, fax and copy. Call (888) 456-6457 for Ricoh Technical Support</li> </ul>	<p align="center">  <a href="#">Ricoh Training Guide</a> </p>
<p><b>Travel &amp; Expense Reimbursement</b></p> <ul style="list-style-type: none"> <li>○ Reimbursement forms must be submitted within 60 days of incurring the expense. Late submissions will be returned unprocessed.</li> <li>○ Forms must be completed electronically and signed by employee.</li> <li>○ <b>Coming October 2016</b> - electronic submission of all employee travel and conference expenses via Certify. More details to follow.</li> </ul>	<p align="center">  <a href="#">Travel &amp; Expense Voucher 2017</a>   <a href="#">Mileage Reimbursement Only</a> </p>