

Finance Forms & Procedures

Finance Forms must be submitted to the Finance Department on time and with the appropriate approval.

Electronic Approval

If in-person signatures are not able to be obtained, please follow the steps below to digitally sign and submit forms via email:

1. Preparer fills out form
2. Preparer sends email to approver (program manager or department head) with the **completed form** and all **supporting documentation** (invoices, receipts, "Missing Original Invoice Form", etc.) attached and the following information in the subject line:

Check Requests	Amex Reporting	Expense Reimbursement Requests
Vendor name Invoice number Check amount	Credit card holder's name Statement month	
Approver reviews all supporting documentation and forwards the email back to the preparer with the word "approved" in the body of the email to retain the attachments in the email.		
Preparer forwards response from approver to the appropriate partner in the Finance Department.		
Check Requests Faina Pasichenko	Amex Reporting Victoria Ostrovsky cc: Faina Pasichenko	Expense Reimbursements Marina Livshits

3. Approver reviews all supporting documentation and **forwards** the email back to the preparer with the word "approved" in the body of the email to retain the attachments in the email.
4. Preparer forwards response from approver to the appropriate partner in the Finance Department.

Account Payable Processing / Vendor Check Payments

Contracts and Agreements

- **All contracts** must be reviewed and signed by the CFO, [Howard Rabner](#).
- All signed agreements/contracts must be emailed to the controller, Donna Zheng.
- For all new vendors: submit a completed W-9 form to Accounts Payable by emailing Faina Pasichenko. For foreign vendors, form "W-8BEN-E" must be submitted and may be subject to a 30% withholding tax.
- Jewish Federation of Greater MetroWest NJ is exempt from New Jersey and Florida sales taxes. To receive this exemption, vendors must be given an ST-5, "EXEMPT ORGANIZATION CERTIFICATE", which can be obtained from Finance.

Check Requests

Check requests are administered once a week on Wednesdays and take minimum of two weeks to process. To be included in that week's check run, a signed **Check Request Form** with all **supporting documentation** must be submitted to [Faina Pasichenko](#) by **Tuesday at noon**.

- Check requests must be approved by the Program Manager or Department Head before submitting to Finance.
- Questions about proper general ledger coding (i.e. budget code with specific expense classification, department, program codes) should be sent to Donna Zheng or Stela Petrova.
- Questions about prior payments to a vendor should be relayed to Faina Pasichenko.
- Because USPS processing time varies, **please allow 4 weeks to pass** before emailing Faina and include the following in the subject line: Vendor name, Invoice number, Check amount, and date of initial request.
- Checks greater than \$2,000 require lay leadership approval, which may delay processing time even for requests submitted to Faina by the Tuesday deadline.

American Express Monthly Reports

Credit Card Reporting for the previous month is due to Finance at the start of each month.

The following, which consists of digital and hard copy versions, must be submitted to [Faina Pasichenko](#) and [Victoria Ostrovky](#) no later than the 10th of the month:

Attached to an email with the **card holder's name** and **statement month** in the subject line:

1. Exported list of transactions from americanexpress.com/en-us/account/login, which is available on the 29th of each month
2. Approved Monthly Report excel file (if receiving approval electronically, follow the steps in the *Digital Approval* section of this guide)

Delivered to the designated area in the Finance Department (by hand or via mail/FedEx to the Finance Department (attention: Faina and Victoria))

3. Printed Monthly Report spreadsheet
4. Hard copy, original credit card receipts

Expense Reimbursement

Employees who are required to use their personal car for business purposes will be reimbursed for mileage at 50 cents per mile, tolls (with receipts), and parking fees. The normal commutation costs, from an employee's residence to 901 Route 10 and the return trip home will be deducted from the total mileage if the employee travels directly from his/her residence to a meeting or function. Employees will also be reimbursed for the cost of meals during business meetings. Expense reimbursements are paid through payroll. Employees are encouraged to submit their expense reimbursement requests at least once a month. **Expenses that are more than 90 days old will not be reimbursed.** An expense reimbursement request is in the "How To" section of this binder.

Staff will be reimbursed for out of pocket expenses upon submission of original receipts, or other documentation, attached to a completed and approved expense reimbursement request form.

Please note that long distance and out of country travel must be approved by Howard Rabner or his designee. Approval will be based on the appropriateness of the conference and budget.

For business related air travel reservations and conference registration fees, the corporate Amex card should be used. Please see credit card policy memo and Melissa Lezama for additional information.

Email the Excel template to [Marina Livshits](#) AND submit original hard copy of the report by the 7th or 21st of the month.

Please note scanning of receipts is not necessary and scanned receipts are not appropriate backup. Kindly drop off the reports timely in the designated area (black tray on Faina's cubicle) in the Finance Department or mail/FedEx the report package to the Finance Department (attention: Marina Livshits).

Any reimbursement request not received completely and timely will NOT be processed.

Supplies and Purchases

Melissa Lezama manages all office supply orders. If you need anything, partner with her to process a Staples order. Listed below are local merchants at which we receive certain privileges on purchases made for Federation business purposes. Please use these stores whenever possible for items that are needed for Federation business and be prepared to show your Federation ID card.

- Shop Rite*
- Wegmans*
- Costco*
- Best Buy
- Walmart
- Michaels

*Please see [Elaine DeYoung](#) for the corporate cards to Shop Rite, Wegmans, or Costco.

Remember to bring a tax-exempt form with you when shopping at any store for business needs.

Petty Cash

Please be aware that petty cash is used to reimburse expenses less than \$50.00 that are paid in cash. If staff requires cash for an event, i.e. tip money for wait staff, a check request must be submitted to the Finance Department at least two weeks prior to the date the cash will be needed. Cash may be borrowed from Petty Cash to make change for events. This cash must be returned to Petty Cash at the end of the event. It cannot be used for anything other than making change.

Please see [Melissa Lezama](#), HR Assistant, for all Petty Cash requests. A petty cash slip must be completed and signed by a department supervisor to be approved for payout.