

ATTENTION

Operations / Facilities / Purchasing / Accounting / Accounts Payable

Purchasing Assistant™ is an endorsed service of the NJ Bankers. It is a web based, multi-vendor procurement program that offers you the ability to reduce administrative overhead expenses, and access Fortune 500 pricing discounts for office supplies, janitorial products and toner.

It will assist you to.....

- Manage procurement cycles, and maintain records for all vendor activity;
- Provide automated invoice reconciliation for Accounts Payable;
- Control maverick buying, the source of most operational supply expense;
- Reduce the administrative cost of processing a Purchase Order by 70%;
- Enhance cost center and General Ledger budget control;
- Provide audit and management supervision over Service Contracts;
- Meet federal and state Records Retention compliance standards;
- Establish operational support continuance in the event of employee turnover;
- Provide real time web-based financial reports;
- Meets SOX and Disaster Recovery requirements.

Program Information

Contact **Kevin Wm. Bless** (800.305.2024) kevinbless@purchasingsystems.com, or call Jim Meredith, Executive Vice President / COO, NJBankers at JMeredith@NJBankers.com. Purchasing Assistant's™ website is located at: www.purchasingsystems.com.

Frank A. Kissel
Chairman
Chairman/CEO
Peapack-Gladstone Bank
Bedminster, NJ

Kevin Cummings
First Vice Chairman
President/CEO
Investors Savings Bank
Short Hills, NJ

Robert H. King
Second Vice Chairman
Senior Vice President
Roma Bank
Robbinsville, NJ

John E. McWeeney, Jr.
President/CEO
New Jersey Bankers Association
Cranford, NJ