

# WILLIAMSON LAW BOOK COMPANY

790 Canning Parkway • Victor, New York 14564

TELEPHONE: (585) 924-3400

(To Place an Order): 1-800-733-9522

FAX: (585) 924-4153

## *SPECIALIZED FORMS AND BOOKS FOR* NEW YORK STATE SCHOOL DISTRICTS

### MINUTE BOOKS - LOOSE LEAF

Minute Books are expertly crafted from the finest binding materials. They are full black imitation leather with nickel plated precision tooled metals. They are equipped with short pull rods at the front and back for easy access. These books can be permanently sealed.

ALL PAGES ARE PRESS NUMBERED. (UNLESS OTHERWISE REQUESTED)

Pages are 25% cotton paper and acid free for extended record life.

# 1	Legal Size 14" x 8½" - 300 pages numbered ( <i>cover has 500 page capacity</i> ).	
	Order Style No. 1 Complete.....	\$110.00
	Style No. 1 Cover Only.....	\$ 87.00
	A-Z index if desired.....	\$ 26.00
# 2	Legal Size 14" x 8½" - 300 pages numbered ( <i>no extra capacity</i> ).	
	Order Style No. 2 Complete.....	\$108.00
	Style No. 2 Cover Only.....	\$ 85.00
	A-Z index if desired.....	\$ 26.00
# 3	Letter Size 11" x 8½" - 300 pages numbered ( <i>no extra capacity</i> ).	
	Order Style No. 3 Complete.....	\$106.00
	Style No. 3 Cover Only.....	\$ 85.00
	A-Z index if desired.....	\$ 25.00
# 4	Letter Size 11" x 8½" - 300 pages numbered ( <i>cover has 500 page capacity</i> ).	
	Order Style No. 4 Complete.....	\$108.00
	Style No. 4 Cover Only.....	\$ 86.00
	A-Z index if desired.....	\$ 25.00

#### EXTRA SHEETS ARE ALWAYS AVAILABLE.

EXTRA SHEETS: 14" x 8½" - **\$19.50** per 100

11" x 8½" - **\$19.00** per 100

**\$10.00** for numbering each 100 sheets

• *These Books Can Be Gold Lettered On The Spine Or Front Cover At An Additional Charge* •

## SCHOOL ELECTION SYSTEM

(Education Law 2014)

**WLB 1428 - Visible Multi Ring Binder - \$152.00**

Ten Year School Registration Cards *(for use with above binder)*

250 cards - **\$43.00**                      500 cards - **\$70.00**                      1000 cards - **\$96.00**

A - Z Index *(for use with above binder)* - **\$25.00** each

Plain Dividers - in sets of 25 - **\$18.00** per set

or we continue to offer our Spiral Bound Registration Books for smaller School Districts

Registration Books - not indexed - A-Z tabs included..... **\$51.00** Each

Registration Books - A-Z index attached throughout..... **\$63.00** Each

### ABSENTEE VOTING SUPPLIES

**Form 1S** - Outside Envelopes - Size 14 ..... 50 - **\$25.00**                      100 - **\$40.00**

**Form 2S** - Return Envelopes - Size 12 ..... 50 - **\$25.00**                      100 - **\$40.00**

**Form 4S** - Official Oath Envelopes - Size 11 ..... 50 - **\$38.00**                      100 - **\$58.00**

**Form 5S** - Application for Absentee Ballot..... 50 - **\$33.00**                      100 - **\$55.00**

*The above forms are also supplied in **lots** of:*

50 Each - Form 1S • Form 2S • Form 4S • Form 5S..... **\$ 80.00**

100 Each - Form 1S • Form 2S • Form 4S • Form 5S..... **\$150.00**

200 Each - Form 1S • Form 2S • Form 4S • Form 5S..... **\$260.00**

300 Each - Form 1S • Form 2S • Form 4S • Form 5S..... **\$375.00**

400 Each - Form 1S • Form 2S • Form 4S • Form 5S..... **\$468.00**

500 Each - Form 1S • Form 2S • Form 4S • Form 5S..... **\$550.00**

If you choose to have your School Name imprinted on Form 1S & Form 2S the **additional** charge is:

50 Form - 1S and 2S..... **\$ 21.00**

100 Form - 1S and 2S..... **\$ 35.00**

200 Form - 1S and 2S..... **\$ 50.00**

300 Form - 1S and 2S..... **\$ 61.00**

500 Form - 1S and 2S..... **\$ 95.00**

### SEALS

*WE OFFER TWO STYLES:*

Heavy-Duty Black Cast Small Desk Seal ..... **\$78.00**                      Pocket Seal with Case ..... **\$55.00**

WHENEVER POSSIBLE, MAY WE HAVE A MINIMUM ORDER OF \$25.00

**LETTERHEADS • ENVELOPES • WINDOW ENVELOPES**

**WILLIAMSON STATIONERY**

With the usual amount of printing. Please send exact copy of what is desired when ordering. Following prices are for Black Ink. OTHER THAN BLACK INK, please add 20%.

<b>LETTERHEADS - 8½" x 11"</b> .....	1000 - <b>\$74.50</b>
<b>ENVELOPES - # 9 (window)</b> .....	1000 - <b>\$89.50</b>
<b>ENVELOPES - # 10 (large)</b> .....	1000 - <b>\$89.50</b>

**PURCHASE ORDERS**

*(The following forms are printed on carbonless paper - No carbon required)*

**DUPLICATE PURCHASE ORDERS - (8½" x 11")**

500 - <b>\$122.00</b>	1000 - <b>\$158.00</b>	2000 - <b>\$293.00</b>	3000 - <b>\$411.00</b>	5000 - <b>\$551.00</b>
-----------------------	------------------------	------------------------	------------------------	------------------------

**TRIPLICATE PURCHASE ORDERS - (8½" X 11")**

500 - <b>\$157.00</b>	1000 - <b>\$214.00</b>	2000 - <b>\$320.00</b>	3000 - <b>\$435.00</b>	5000 - <b>\$645.00</b>
-----------------------	------------------------	------------------------	------------------------	------------------------

**TREASURER'S RECEIPT**

In books of 50 sets each.

These receipts are printed on carbonless paper with school name, address, fund printed and desired numbering.

**DUPLICATE TREASURER'S RECEIPTS**

500 - <b>\$95.00</b>	1000 - <b>\$138.00</b>	2000 - <b>\$229.00</b>
----------------------	------------------------	------------------------

**TRIPLICATE TREASURER'S RECEIPT**

500 - <b>\$109.00</b>	1000 - <b>\$158.00</b>	2000 - <b>\$261.00</b>	5000 - <b>\$538.00</b>
-----------------------	------------------------	------------------------	------------------------

**BINDERS**

<u>Sheet Size</u>	<u>POST BINDERS</u> High Quality Binders Suitable for Everyday	<u>TRANSFER BINDERS</u> Suitable For Storage of Used Sheets
17 x 14.....	# 3159-S	<b>\$136.00</b>
11 x 17.....	# 2988-S	<b>\$130.00</b>
11 x 14.....	# 2983-S	<b>\$102.00</b>
9-1/4 x 11-7/8 .....	# 2977-S	<b>\$ 51.00</b>
14 x 8-1/2 .....	# W-7083	<b>\$ 95.00</b>
14 x 11.....	#2957-S	<b>\$ 84.50</b>
14 x 17.....	#3187-SB	<b>\$136.00</b>
11 x 11.....	#2981-S	<b>\$ 62.00</b>
8-1/2 x 14.....	#2974-S	<b>\$ 79 .00</b>
7 x 8-1/2 .....		#S-792½ <b>\$72.00</b>
6 x 9-1/2 .....		#S-792 <b>\$72.00</b>

WHENEVER POSSIBLE, MAY WE HAVE A MINIMUM ORDER OF \$25.00

## STUDENT EXTRA - CLASSROOM ACTIVITY FUND SYSTEM

Complete CENTRAL TREASURER'S CASH BOOK - 2974S binder, 30 Form 32 sheets (Central Treasurer's Cash Book Forms), 70 Form 33 sheets (Individual Financial Record Forms) 12 Plain Dividers

**\$118.00**

### INDIVIDUAL ITEMS

#### FORM 31B - 10 PAGE STUDENT TREASURER'S CASH BOOK - \$4.50 EACH

Form 31S - Student Treasurer's Cash Book Sheets - **\$6.00** per dozen - **\$39.00** per 100

Form 32 - Central Treasurer's Cash Book Sheets - **\$6.00** per dozen - **\$39.00** per 100

Form 33S - Individual Financial Record Sheets - **\$6.00** per dozen - **\$39.00** per hundred

#### RECEIPT AND EXPENDITURE LEDGER - size 7<sup>3</sup>/<sub>4</sub>" x 10<sup>1</sup>/<sub>2</sub>"

**\$35.00** per hundred

Form 34N - Deposit Slip Pads (not numbered) - **\$27.00** per dozen pads

Form 34NE - Deposit Slip Pads # 1-600 or 601-1200 **\$30.00** per dozen pads

Form 35N - Pay Order Pads (not numbered) - **\$27.00** per dozen pads

Form 35NE - Pay Order Pads # 1-600 or 601-1200 - **\$30.00** per dozen pads

### OATH OF OFFICE REGISTER BOOK

Approved form for recording oaths for all school personnel, bound with front index.

200 Page Book - **\$110.00**

### OATH OF OFFICE CARDS

To be filed with the District Clerk.

50 Cards - **\$9.00**

### OATH OF ALLEGIANCE FORMS

100 - **\$9.00**

500 - **\$28.00**

1000 - **\$52.00**

# C H E C K S

## VOUCHER CHECKS IN TRIPLICATE

Printed on Carbonless Paper - No Carbon Required.

Printed and numbered, including your MICR bank numbers in magnetic ink.

If Duplicate Checks are desired, please deduct 10%

500 - **\$178.00**

1000 - **\$293.00**

2000 - **\$399.00**

If VOUCHER JACKET on back of third copy is desired, add **\$35.00** per 1000.

For punching of any copies, add **\$5.50** per 1000.

Storage Binder for above copies, # S-792½ - each **\$72.00**

## LASER PRINTER CHECKS

PAYROLL OR ACCOUNT CHECKS - You choose the color for the "SECURITY PANTOGRAPH" on the front. The bank information and numbers are printed in black ink. There is an "ORIGINAL DOCUMENT" security screen on the back along with an endorsement area.

1000 checks - **\$149.00**

2000 checks - **\$225.00**

## PETTY CASH JOURNAL AND MONTHLY REPORT

Duplicate form on carbonless paper containing Monthly Report to Clerk and Summary of Petty Cash Disbursements.

Revised for Double Entry System.

50 sets - **\$49.00**

100 sets - **\$74.00**

WHENEVER POSSIBLE, MAY WE HAVE A MINIMUM ORDER OF \$25.00

## CUMULATIVE HEALTH RECORD

This file folder is designed with a full tab to allow for filing and name recognition. The outside allows for vital statistics, Health History, Immunizations and Medical Examination Records. The inside is lined for Nurse / Physician notes.

**\$125.00** per 100

**\$412.00** per 500

## DISTRICT TREASURER'S CASH BOOK

Complete Loose Leaf Style .....**\$89.00**

Additional TCB Sheets.....per 100 - **\$38.00**

## TREASURER'S MONTHLY REPORT

Form S-101.....per 100 - **\$29.00**

## EMPLOYMENT FORMS

### WORKING PAPERS • AII CURRENT FORMATS

<u>Form No.</u>	<u>100</u>	<u>500</u>	<u>1000</u>
<b>AT-16</b> Physical Fitness Certification - Paper Form - In Pads.....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>
<b>AT-17</b> Application for Employment Certificate - Paper Form - In Pads.....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>
<b>AT-18</b> Student Non-Factory Employment (Valid for Part -Time & Vacations) 14-15 Year Old Minors - Cards .....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>
<b>AT-19</b> Student General Employment Certificate (Valid for Part-Time & Vacations) • 16-17 Year Old - Cards .....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>
<b>AT-20</b> Full-Time Employment • 16-17 Year Old - Cards .....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>
<b>AT-21</b> Limited Employment Certificate - Cards.....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>
<b>AT-22</b> Application for Employment Permit - Paper Form - In Pads.....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>
<b>AT-23</b> Newspaper Carrier Permit • 11-18 Year Old - Cards .....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>
<b>AT-24</b> Farm Work • 14-15 Year Old - Cards .....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>
<b>AT-25</b> Farm Work Permit - Special • 12-13 Year Old - Cards.....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>
<b>AT-26</b> Street Trade Permit - Minors - Cards .....	<b>\$15.00</b>	<b>\$45.00</b>	<b>\$65.00</b>

WHENEVER POSSIBLE, MAY WE HAVE A MINIMUM ORDER OF \$25.00

## FIXED ASSETS FORMS AND SUPPLIES

We have prepared forms and materials to enable every School to set up their own fixed asset records and accounts.

Williamson Law Book Company offers two cards which should handle all the listings to be kept as more or less permanent records; **Form F-51, Personal Property Record (for machinery, tools, equipment, furnishings, etc.)** and **Form F-52, Real Property Record (for land and buildings)**. Both cards are 5 x 8 inches, on heavy card stock, round-cornered, and meant to be housed in standard 5" x 8" card files which we can furnish - either one or two drawer cabinets. Supplementary sheets, helpful in preparing the information to place on the cards, are **Form F-60, Initial Inventory Sheet, Form F-61, Physical Inventory Worksheet, Form F-62, Property Acquisition Sheet, and Form F-63, Property Disposition Sheet**. These are all size 11" x 8½", and punched for insertion in standard ring binders if desired:

### PRICES OF INDIVIDUAL FORMS:

<b>Form F-51</b> - .....	.....(5" x 8") Property Record Card		
<b>Form F-52</b> - .....	.....(5" x 8") Real Property Record Card		
	100 - <b>\$21.00</b>	500 - <b>\$65.00</b>	1000 - <b>\$90.00</b>
<b>Form F-60</b> - .....	.....(11" x 8½") Initial Inventory Sheet		
<b>Form F-61</b> - .....	.....(11" x 8½") Physical Inventory Worksheet		
<b>Form F-62</b> - .....	.....(11" x 8½") Property Acquisition Sheet		
<b>Form F-63</b> - .....	.....(11" x 8½") Property Disposition Sheet		
	100 - <b>\$17.00</b>	500 - <b>\$60.00</b>	1000 - <b>\$110.00</b>

*All 11" x 8½" sheets are punched to fit standard ring binders.*

## WILLIAMSON LAW BOOK COMPANY *Presents* SCHOOL TAX COLLECTION SOFTWARE

This software automates your School Tax Collection process. Our many satisfied users attest to the ease of use and the completeness of this software.

### *This Software Is:*

- Sophisticated, reliable and well designed
- Extremely user friendly, easy to learn and easy to use
- Currently used by many New York State School Tax Collectors (user list is available)
- The Tax Warrant is easily loaded from disk available from your county or counties
- A minimum of keystrokes are required to record payments
- It produces all necessary reports
- It produces receipts with ease
- Last year's tax information and receipts are easily accessed.
- Its Search capabilities are easy and fast
- On-site training and telephone support are always available
- Reasonably priced

**For more information or a demonstration, please call us.**

### **Return Policy**

No returned goods can be accepted without our advanced approval. No more than 85% of the item price can be credited on any returned goods in order to cover handling costs. We cannot accept goods for credit after 30 days from shipping date. Special imprinted items cannot be returned at any time.

WHENEVER POSSIBLE, MAY WE HAVE A MINIMUM ORDER OF \$25.00

# UNIFORM SYSTEM OF ACCOUNTS FOR SCHOOL DISTRICTS

---



---

ALL FORMS MEET THE REQUIREMENTS OF THE STATE DEPARTMENT OF  
AUDIT AND CONTROL AND/OR NEW YORK STATE EDUCATION DEPARTMENT

## CASH BOOK FORMS - Size 11" x 14":

<b>Form B-1</b>	Cash Receipts Book, <i>General Fund</i>
<b>Form B-2</b>	Cash Receipts Book, <i>School Lunch Fund</i>
<b>Form B-4</b>	Cash Receipts Book, <i>Capital Fund</i>
<b>Form B-5</b>	Cash Receipts Book, <i>Trust and Agency Fund</i>
<b>Form B-6</b>	Cash Receipts Book, <i>Special Aid Fund</i>
<b>Form B-8</b>	Cash Receipts Book, <i>Insurance Reserve Fund</i>
<b>Form CR-7</b>	Cash Disbursements Book, <i>Debt Service Fund</i>
<b>Form C-1</b>	Cash Disbursements Book, <i>General Fund</i>
<b>Form C-2</b>	Cash Disbursements Book, <i>School Lunch Fund</i>
<b>Form C-4</b>	Cash Disbursements Book, <i>Capital Fund</i>
<b>Form C-5</b>	Cash Disbursements Book, <i>Trust and Agency Fund</i>
<b>Form C-6</b>	Cash Disbursements Book, <i>Special Aid Fund</i>
<b>Form C-8</b>	Cash Disbursements Book, <i>Insurance Reserve Fund</i>
<b>Form CD-7</b>	Cash Disbursements Book, <i>Debt Service Fund</i>

Sheets **\$7.00** per dozen - **\$39.00** per 100. Complete Index for above - **\$9.00**

If desired, Cash Book complete, post binder, sheets, dividers, etc. - **\$173.00**

## LEDGER AND ACCOUNTS BOOK FORMS - Size 9<sup>1</sup>/<sub>4</sub>" x 11<sup>7</sup>/<sub>8</sub>"

<b>Form SA</b>	General Ledger
<b>Form SD</b>	Revenue Account
<b>Form SE</b>	Appropriation Account

Sheets **\$6.00** per dozen - **\$38.00** per 100

Complete Index for above - **\$4.00**

If desired, Ledger and Accounts Book complete, post binder, sheets, dividers, etc. - **\$127.00**

## INVESTMENTS AND OBLIGATIONS BOOK FORMS - Size 11" x 14":

<b>Form Q</b>	Record of Investments
<b>Form NR3</b>	Note Register
<b>Form BR3</b>	Bond Register

Sheets **\$7.00** per dozen - **\$39.00** per 100

Complete Index for above - **\$4.00**

If desired, Investments & Obligations Book complete, post binder, dividers, sheets, tabs, etc.  
(Ten) - Form Q • (Fifty) - Form NR3 • (Forty) - Form BR3 - **\$141.00**

## JOURNAL VOUCHER FORM IJ - Size 6" x 9<sup>1</sup>/<sub>2</sub>"

Sheets **\$15.00** per 100

## GENERAL JOURNAL FORM GJ - 9<sup>1</sup>/<sub>4</sub>" x 11<sup>7</sup>/<sub>8</sub>"

May be used in place of Form IJ Journal - Sheets **\$38.00** per 100

WHENEVER POSSIBLE, MAY WE HAVE A MINIMUM ORDER OF \$25.00