

BUSINESS & FINANCE

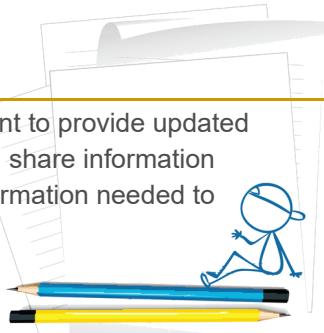
Newsletter

Our first issue highlights:

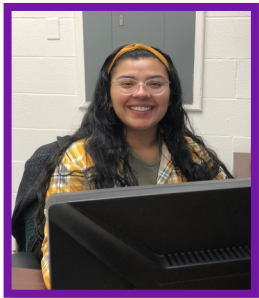
- ◆ Welcome New Employees
- ◆ Accounts Payable
- ◆ Credit Card Procedures
- ◆ New Vendor Set-up
- ◆ Payroll Deadline
- ◆ Requisition Comments
- ◆ Staff Changes

Purpose of a Newsletter

The purpose of the Business & Finance newsletter is meant to provide updated information to all district employees. Once a month we will share information regarding new procedures, updates and any pertinent information needed to have a better understanding of business operations.



Staff Changes in the Business & Finance



Lizetth Alaniz—Business Clerk

Ms. Alaniz is our new business clerk. She is the main contact for district credit card check out and deposits. Ms. Alaniz's email is lizetth.alaniz@eisd.net.



Ashley Martinez—Finance Specialist

Ms. Martinez is the newest member in the Purchasing department. You can reach her at ashley.martinez@eisd.net.

New Assignments

Jacob Guerra will be over the Payroll department, while Andrea Martinez will take care of the Accounts Payable department. You may reach **Jacob** at 210.444.4514 (jacob.guerra@eisd.net) and **Andrea** at 210.444.4601 (andrea.martinez@eisd.net).

Accounts Payable: Receiving Requisitions

When reviewing your aged purchase order listing, please only receive those items/services in TxEIS that have been received/rendered. Please email accounts.payable@eisd.net for any purchase orders that were not or will not be used, so funds may be liquidated.

Accounts Payable: Credit Card Procedure

Please include all credit card receipts as part of the monthly reconciliation report. Do not send individual receipts to the accounts payable e-mail box; only complete packets shall be sent to accounts.payable@eisd.net and cc: andrea.martinez@eisd.net.

Thanks Andrea Martinez, Asst. Business Manager—Accounts Payable

Payroll: Time Clock Approvals

Just a “friendly reminder” all TimeClock approvals are due by 10:00 a.m. every Monday. Reports available for campus/department editors: Missed Punched Report, Weekly Punch Report and Who is here.

Thanks Jacob Guerra, Asst. Business Manager-Payroll

Purchasing: New Vendor Set-Up

Sonia Escalante is responsible for vendors starting with “A thru M” and Ashley Martinez takes care of “N thru Z”.

You may reach these ladies at:

Sonia Escalante: 210.444.8114 (Sonia.trevino@eisd.net)

Ashley Martinez: 210.444.4500 ext. 7022 (Ashley.martinez@eisd.net)

Purchasing: Requisition Comments

Please include the **5W's**: **Who** is the purchase for, **When** is the item to be used, **What** is being purchased, **Where** will the item be used and **Why/How** will the purchase be used. Include a list of items being purchased & price listing whenever available. Itemize items to be purchased by line to match quote and/or support.

- Receiving: ensure packing slip quantity and description match the P.O.
- Updated three (3) quote form (excel version) is available on the [Purchasing website](#).
- Receive in TxEIS as soon as items are delivered.



Thanks Maricela Arredondo, Asst. Business Manager-Purchasing



Training & Questions

Please contact:

Rachel Gomez, Asst. Business Manager—Training (rachel.gomez@eisd.net) at 210.444-4516

George Padilla, Finance Specialist (grpaddilla@eisd.net) at 210.444-4519