

# BUSINESS & FINANCE

## Newsletter

### December highlights:

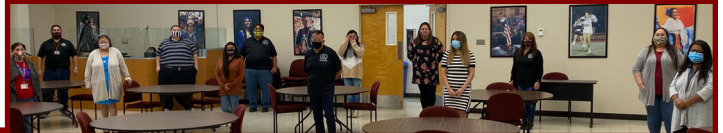
- ◆ CRV Forms
- ◆ SAFs
- ◆ Credit Cards
- ◆ W-2's
- ◆ Purchasing
- ◆ Training

Happy Holidays from the group . . . .



The Business & Finance department would like to wish each and everyone of you a **Happy Winter Break**.

See you on January 4, 2021.



Business & Finance Updates—December 2020

## Accounting:

CRV (cash receipt voucher) forms should be dropped off at the Business Office. The forms usually get misplaced/lost sent via interoffice mail.

**All Student Activity Fund monies must be deposited into bank account on or before the last day prior to any prolonged break to include: Spring Break, Thanksgiving Holidays, Winter Break and summer break, etc.**

Friendly Reminder: All print shop orders must have a purchase order.

*Thanks Jason Martinez, Lead Accountant—Accounting*

## Accounts Payable:

Please review your aged report monthly and send comments to: [accounts.payable@eisd.net](mailto:accounts.payable@eisd.net)



When using Citibank credit card, please advise the vendor that the District is tax exempt and provide a tax exempt form. If the vendor charges sales tax on a credit card transaction, the cardholder will be responsible for getting the sales tax credited back to the Citibank card. Please call or email Andrea ([andrea.martinez@eisd.net](mailto:andrea.martinez@eisd.net) or ext. 4601) for any questions or concerns.

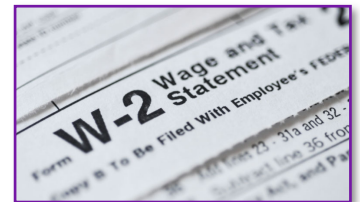
*Thanks Andrea Martinez, Asst. Business Manager—Accounts Payable*

## Payroll: W-2's

The district will mail all W-2's to employees on or before January 31, 2021 to the mailing address on file with the Human Resources Department. If any changes need to be made, please complete the Change of Address Form located on the district website by **January 6, 2021**.

Change of Address Form Link: <http://fforms.eisd.net/Forms/changeofaddressform>

*Thanks Jacob Guerra, Asst. Business Manager-Payroll*



## Purchasing:

The vendor package is available on the Purchasing page under District Resources.

A cooperative vendor listing is available on the Purchasing page under Purchasing Cooperatives website:

<https://www.eisd.net/cms/One.aspx?portalId=12152078&pageId=13243909>

### Sam's Club:

The District's primary Sam's Club store is located at 5055 Northwest Loop 410, San Antonio, Texas 78229. This is the only Sam's Club that will accept the District's P.O.s. Other Sam's Club locations will only accept the District's Citibank credit card. Please contact Purchasing at ext. 4589 or email to [purchasing@eisd.net](mailto:purchasing@eisd.net) for any questions or concerns regarding any Sam's Club stores.

## TRAINING

Coming  
Soon



**Training:** We will conduct a Student/Campus Activity Virtual training in January 2021. Details will be emailed to all.

Please contact:

*Rachel Gomez, Asst. Business Manager—Training* ([rachel.gomez@eisd.net](mailto:rachel.gomez@eisd.net)) at ext. 4516

*George Padilla, Finance Specialist* ([grpaddilla@eisd.net](mailto:grpaddilla@eisd.net)) at ext. 4519