

BUSINESS & FINANCE

Newsletter

January highlights:

- ♦ Bank Deposit Schedule
- ♦ Budget Changes
- ♦ GSA
- ♦ Accounts Payable
- ♦ Payroll

Happy New Year!

The Business & Finance department hopes you are having a great new year.



Business & Finance Updates—January 2021

Accounting:

- Bank Deposit Schedule—Effective Tuesday, January 25, 2021, all campus deposits for any campus or student activity fundraisers will be picked up by Edgewood ISD Police Department. Schedule is below:
Monday: Elementary Schools
Tuesday: Middle Schools
Wednesday: High Schools
Thursday/Friday: Call PD to setup pick up time

- Budget changes are changes to the budget, moving funds within the same function. Budget Changes have a \$50.00 minimum per transaction and must be made in whole dollar amounts.

- Effective January 1, 2021, the GSA mileage rate is 56 cents per mile. You may view the new GSA rate on the website.

<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-owned-vehicle-pov-mileage-reimbursement-rates>

Thanks Jason Martinez, Lead Accountant—Accounting

Accounts Payable:

- Please make sure to choose the right vendor/location when creating a purchase order. Checks are mailed based on the vendor location selected.
- 1099's will be mailed by January 31, 2021.

Please call or email Andrea (andrea.martinez@eisd.net or ext. 4601) for any questions or concerns.

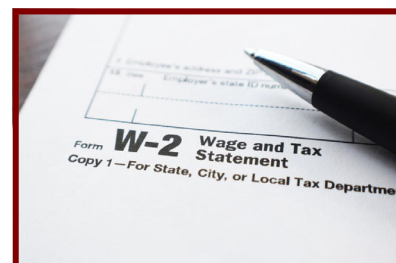
Thanks Andrea Martinez, Asst. Business Manager—AP

Payroll:

W-2's will be mailed by January 31, 2021. You may view and print your current and/or previous W-2's in the Employee Portal.

<https://txeis20.txeis.net/EmployeePortal/login?distid=015905>

Thanks Jacob Guerra, Asst. Business Manager—Payroll



Training: The Training and Resource Staff is available Monday thru Friday.
Hours 8:00 AM to 4:30 PM.

Please contact:

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

George Padilla, Finance Specialist (grpadilla@eisd.net) at ext. 4519