

BUSINESS & FINANCE

Newsletter

February highlights:

- ♦ Activity Fund
- ♦ Deposit Schedule
- ♦ HEB card/P.O. & Aged Report
- ♦ Payroll
- ♦ Requisitions

Greetings!

from The Business & Finance Department



Business & Finance Updates—February 2021

Accounting: SAF & Deposit Bags

The Business Office will begin scheduling meetings with campus secretaries/bookkeepers and principals to complete the activity fund transition. As discussed at the secretary meeting on January 20th, the account codes will be as follows:

Campus Activity Funds: 461 XX 5749, 461 XX 5755 and 461 XX 6XXX

Student Activity Funds: 865 00 5759 and 865 36 6XXX

All deposit bags should be ready by 9:00 a.m. for Wednesday. Please have the deposit log completed prior to the officer's arrival. Thursday and Friday by appointment only.

Thanks Jason Martinez, Lead Accountant—Accounting

Accounts Payable: HEB Cards, Purchase Orders and Aged Reports

Upon using the HEB courtesy card, please mention to the vendor that the District is tax exempt. As a district, we do not pay sales tax. Please provide them with a tax exempt form.

Purchase Orders:

- ♦ If you have a purchase order that has not been used, do not receive in TxEIS. Instead email Accounts Payable (accounts.payable@eisd.net) to liquidate.
- ♦ When receiving a partial order, only receive those items in TxEIS. Please do not receive the entire purchase order.
- ♦ If you have an Open Purchase Order, do not receive it in TxEIS, until the purchase order is ready to be closed out. This process occurs when all necessary expenditures have been charged against the PO and no more receipts/invoices are outstanding.

Aged reports will be sent out on a quarterly basis.

Thanks Andrea Martinez, Asst. Business Manager—AP

Payroll:

Please edit/approve time every Monday by 10:00 AM. Failing to do so can result in employee's being paid incorrectly. If you need assistance regarding how to edit or approve time, please contact George Padilla at ext. 4519 or 210/898-4008.

Thanks Jacob Guerra, Asst. Business Manager-Payroll

Purchasing: Requisitions

1. If you are using a co-op vendor, three (3) quotes or a RFP (request for proposal) indicate that information in the Bid Number field when creating your requisition.
2. Submit three (3) quotes and the 3-quote form for purchases over \$10,000 (in the aggregate). Contact the Purchasing Department for more details.
3. For all requisitions, indicate in the comment box the following: *what are you purchasing?, why are you purchasing the items or services?, who are you buying the items or services? and when do you plan to use the items or services?*

Thanks Maricela Arredondo, Asst. Business Manager-Purchasing



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 (210/898-4007)

George Padilla, Finance Specialist (grpadilla@eisd.net) at ext. 4519 (210/898-4008)