

BUSINESS & FINANCE

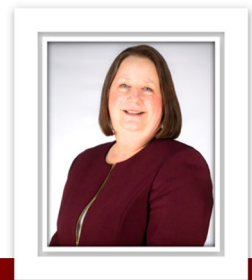
Newsletter

March highlights:

- ◆ CRV
- ◆ Campus Funds
- ◆ Check Runs
- ◆ P.O. & Aged Report
- ◆ Requisitions

Let's Welcome our new CFO

Pamela Bendele is our new Chief Financial Officer



Business & Finance Updates—March 2021



Accounting:

Effective March 29, 2021, please send CRV and all supporting documentation to receivables@eisd.net. Original receipts are not needed at the business office and shall be kept at the campus for record keeping and internal audit purposes.

Elementary campuses have transitioned to campus activity funds (461). Please begin to make deposits to the appropriate 461 revenue account.

Thanks Jason Martinez, Lead Accountant—Accounting



Accounts Payable:

Please follow the check run schedule posted on the district website. All supporting documents must be turned in by 10:00A.M. on the due date. Checks are done every two weeks. Link is below.

https://www.eisd.net/UserFiles/Servers/Server_12151994/Image/Finance/Check%20Run%202020.2021.pdf

All PO's over 60 days will be liquated unless you contact Accounts Payable by April 6, 2021. This excludes yearly open P.O.'s.

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

The last day to enter requisition is April 9, 2021. All supplies and services must be received by June 30, 2021 for current year budget.

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)