

BUSINESS & FINANCE

Newsletter

March highlights:

- ◆ Donation Form
- ◆ Check Runs
- ◆ Payroll
- ◆ Purchasing—Vendors
- ◆ Training



Business & Finance Updates—April 2021

Accounting:



A donation form has been created and posted on the district website under Training and Resources. Please use this form anytime your campus or department is receiving a donation. A “thank you” letter template has been created and is available upon request.

Reminder: All 6395 object code line items must be tagged by warehouse.

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 10:00 A.M. on the due date. Checks are done every two weeks.

Thanks Andrea Martinez, Asst. Business Manager—AP

Payroll:



The updated direct deposit form has been updated on the district website. If possible, please complete the form prior to dropping off at the payroll department.

If you need assistance regarding the direct deposit form, please contact George Padilla at ext. 4519 or 210/898-4008.

Thanks Jacob Guerra, Asst. Business Manager-Payroll

Purchasing:



Please make sure supporting documentation for requisitions are merged into a PDF file. If you need assistance, you can find the training module in the Training & Resources website under documents.

The updated vendor packet is on the purchasing website. For your convenience, you may click the link: [Vendor Packet](#)

The cost for a case of paper is \$24.60.

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@isd.net) at ext. 4516 (210/898-4007)

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

