

BUSINESS & FINANCE

Newsletter

May Highlights:

- ♦ HEB Cards
- ♦ Invoices
- ♦ Closing POs
- ♦ Ascender



Business & Finance Updates—May 2021

Accounts Payable:

Reminders



- All HEB courtesy cards are due **June 15th**. Please make sure all purchases are made by June 14th, if purchasing for end of school year.
- Any items/services received after 6/30/21 will be charged to the new year.
- Terminology on PO's
 - * IPO-Incomplete PO. Still have receipts/invoices to be charged against PO.
 - * CPO-Close PO. Final invoice/receipt, no other items to be charged against PO.
 - * Liquidate-PO was not used, or remaining funds can be liquidated.
- When submitting receipts, please submit one per page. Each receipt is considered one invoice (Ex: HEB receipts).
- Please use vendor name and invoice number in Subject when emailing invoice(s) (Ex: I 1234567-Lakeshore).
- To obtain a full refund for cancellations from Region 20, please keep in mind that per company's policy you must un-enroll six days prior to session.

Thanks *Andrea Martinez, Asst. Business Manager—AP*

Purchasing:

Reminder to enter next year's requisitions in the Next Year module in Ascender. Last day to enter new year requisitions is June 4, 2021.

21-009 – Classroom & Office Furniture RFP Approved – Awarded vendors for classroom furniture are Indeco, Lakeshore, Kaplan and Hertz. Awarded vendors for office furniture are Office Depot, Kaplan and Hertz. Please reference RFP 21-009 on the Bid Number field when creating the requisition. The RFP is valid through February 28, 2023.

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 (grpaddilla@eisd.net) at ext. 4519 (210/898-4008)