

BUSINESS OFFICE

NEWSLETTER



Purchasing

E-Procurement Vendors:

- * Amazon
- * Gateway
- * Lakeshore
- * Liberty Data Supplies
- * Office Depot
- * Staples

Use the Vendor Cooperative spreadsheet located on the Purchasing website to retrieve Coop name and contract number.

All online software must be coded to 6299. Please reference the object code chart given at the summer training.

Accounts Payable

Complete receiving as soon as possible for the Amazon, Office Depot, and Lakeshore.

Reminder: Traditional P.O.'s require receiving. Blanket P.O. invoices require signature.

All P.O.'s greater than 90 days old will be force closed for budget purposes. Alert Accts. Payable Dept. on any P.O.'s that need to remain open.

Send all signed invoices to accounts.payable@eisd.net

Payroll

Editors must build time cards daily and confirm time cards are approved every Monday by 1pm.

Ensure all absences are entered in Absence Management.

Encourage your staff to enter their own absences in Absence Management by calling 1-800-942-3767 or using the website. Payroll resources are located in the Training & Resources Department webpage.

Link:
https://www.eisd.net/directory/business_finance/training-and-resources

Accounting

Business Office deadlines to include budget changes, receiving, requisitions, etc. will be issued soon.

All campuses MUST use Campus Cash Receipt module in Frontline for all deposits. Include the white and yellow bank deposit slip in the deposit bag.

Laserfiche is working. If you have any questions on contracts or MOU's, please contact:

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Training & Resources

E-mail address:
business.training@eisd.net

Upcoming Trainings: Budget, Credit Card Requests, Travel Card Program.

Travel Expense Reports are due five days upon return. Reminders will be sent by mid February.