

# BUSINESS & FINANCE

## MONTHLY NEWSLETTER

OCTOBER  
2022

### HIGHLIGHTS

AP UPDATES | TIME CARDS | ABSENCES | COOP # | CREDIT CARD REQUEST | WAREHOUSE REQUISITIONS | TRAVEL CARD | INTERNAL AUDITS



## ACCOUNTS PAYABLE

### Updates

- Contact [accounts.payable@eisd.net](mailto:accounts.payable@eisd.net) to close purchase orders once all invoices have been paid and no further invoices are expected.
- Close all POs that were paid through a Credit Card Request or Reconciliation. The PO will encumber the available funds until closed.
- If you have been issued a credit by a vendor, please submit the invoice or credit memo to [accounts.payable@eisd.net](mailto:accounts.payable@eisd.net) and include the original invoice number that it should be applied to. Credits are not automatically applied to accounts.
- To ensure the proper payout of an invoice for a blanket PO, receipts must be signed and dated. All invoices/ receipts should be emailed separately with the subject line including Vendor name and PO #.
- For Restaurant purchases, ensure the correct Vendor address is selected when creating a purchase order. Reminder: many food chains are franchised.



## PAYROLL

### Time Cards

Editors must build time cards daily and confirm time cards are approved every Monday by 1pm. Editors can not leave errors or it will prevent payment to the employee.

### Absences

Ensure all absences are entered into Absence Management. Encourage your staff to enter their absences into Absence Management by calling 1-800-942-3767 or using the website. Additional Payroll resources are located on the Training & Resources department page of [eisd.net](http://eisd.net).



## PURCHASING

### Requisition/Coop # Details:

Utilize the Cooperative Vendor List located on the Purchasing Portion of the EISD website to locate the current Coop # for all requisitions. This List is updated every 3 months.

### PURCHASING COOPERATIVES

[Edgewood ISD](#) / [Directory](#) / [Business & Finance](#) / [Purchasing](#) / [Purchasing Cooperatives](#)

 [Cooperative Vendor List](#)



When submitting a contracted service requisition, please make sure to include the signed contract by both an EISD Personnel and the Contractor/Vendor.



### PURCHASING CONT'D

#### Credit Card Requests

- In the event that a Vendor does not accept purchase orders or check requests, District credit cards may be used to purchase. To purchase with a credit card, requisitions are not needed. Please refer to the Credit Card Request Module for all credit card transactions.
- Please send all reconciliations and receipts from credit card transactions to [purchasing@eisd.net](mailto:purchasing@eisd.net).

#### Warehouse Requisitions

- Warehouse requisitions are needed for all copy paper orders.
- Submit a Warehouse requisition if campus/department has under 10 cases of paper.
- A copy paper delivery schedule will be communicated in November's newsletter.

To contact the Purchasing Department, email [purchasing@eisd.net](mailto:purchasing@eisd.net).



### TRAVEL

#### Travel Card pick up

The Travel card will be available for pick up 72 hours after the travel request is approved. The Program Administrator will contact the secretary/bookkeeper and traveler once the credit card is ready. The pick up location is the Technology Bldg., Training & Resources Department Rm. 105. The Credit Card Agreement will be completed on site or prior to arrival.

Friendly Reminder: All travelers must complete the Travel Quiz and pass with an 100%.



### ACTIVITY FUNDS

#### Internal Audits

Internal Audits will be beginning this month of October. Please ensure campuses have turned in the following required documents to [business.training@eisd.net](mailto:business.training@eisd.net):

- Club Sponsor Responsibility Affidavit Form
- Elected Officers Form (if applicable)
- Request to Update Sponsors Form