

BUSINESS & FINANCE

MONTHLY NEWSLETTER

NOVEMBER
2022

HIGHLIGHTS

LIMITED STAFF | AP UPDATES | H-E-B QUESTIONNAIRE | TIME CARDS | ABSENCES | MISSING DATES REPORT | DELIVERIES | TRAVEL |
UPCOMING TRAINING DATES | ACTIVITY FUND FORMS



Limited Staff- February 13th- 17th, 2023

There will be **limited** Business & Finance and State & Federal Staff the week of **February 13th to the 17th** due to TASBO training. Please plan accordingly and complete requests the week prior to the 13th. Personnel will respond to emails upon return.



ACCOUNTS PAYABLE

Updates

- The following reports to be done monthly:
 - Purchase Order Search Report
 - Invoiced not Received by Requisition
 - Received Items Not Invoiced
- Complete Laserfiche transportation process to close out EISD Transportation POs.
- Use the Vendor Lookup/Accounting entry point in Frontline to see vendor payment history.

H-E-B Card Questionnaire

The H-E-B Card Questionnaire is available to complete from November 1st to November 8th.

- Keep in mind, failure to complete the questionnaire will result in **deactivation** of the H-E-B card.
- [H-E-B Card Questionnaire](#) link



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.

Missing Dates Report

Utilize the **Clock Punch Verification- Missing Dates Report** to view dates of campus/department missing employees. Business & Training will contact you for a quick 10 minute teams meeting to review.



PURCHASING

Deliveries during breaks

Please do not create requisitions that may be delivered during Holidays, Winter break, Summer break, and Intersession. To prevent deliveries from being returned to vendor during these dates, ensure all requisitions are submitted, delivered, and closed prior to the break.

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PURCHASING CONT'D

Requisition/Coop # Details:

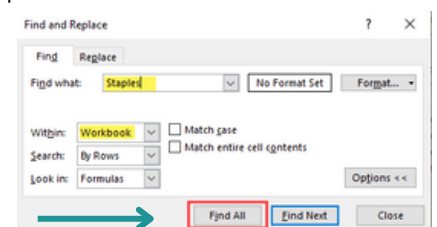
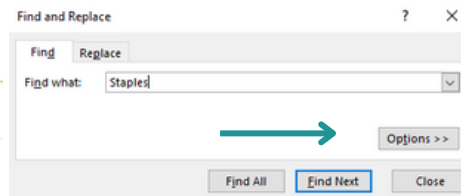
Utilize the Cooperative Vendor List located on the [Purchasing](#) Portion of the EISD website to locate the current Coop # for all requisitions. Click the Cooperative vendor link to open the Excel worksheet. This List is updated every 3 months.

- **Quick tip:** Enable editing in the Excel worksheet and click the Home tab/ Find Button. In the pop-up window, fill in the highlighted areas, click options>>, within workbook, and select "Find All". Make sure to view the expiration date of the contract to select the correct option.

PURCHASING COOPERATIVES

Edgewood ISD / Directory / Business & Finance / Purchasing / Purchasing Cooperatives

Cooperative Vendor List



To contact the Purchasing Department, email 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: Travel Requests must be submitted and approved **2 weeks prior** to registration deadline.

Expense Report

When registration is paid with the Travel credit card, a **receipt of payment** needs to be added as support along with **Proof of Attendance** on the Expense Report.



Training & Resources

Upcoming Training Dates

Close Out Training: November 8th 9-11am | November 9th 2-4pm | November 14th 9-11am

Close Out Training: December 6th 9-11am | December 7th 2-4pm | December 9th 9-11am

- Register in **Eduphoria** for the [Close Out Training Sessions](#). Slots are **limited**.



ACTIVITY FUNDS

Prolonged breaks

All monies must be deposited into the Activity Fund Bank Account on or before the last day prior to any prolonged absence such as Holidays, Winter break, Summer break, and Intersessions.

Activity Fund Documents

When submitting fundraiser forms please scan them individually to ensure all are reviewed and approved.