

AU T5, 20



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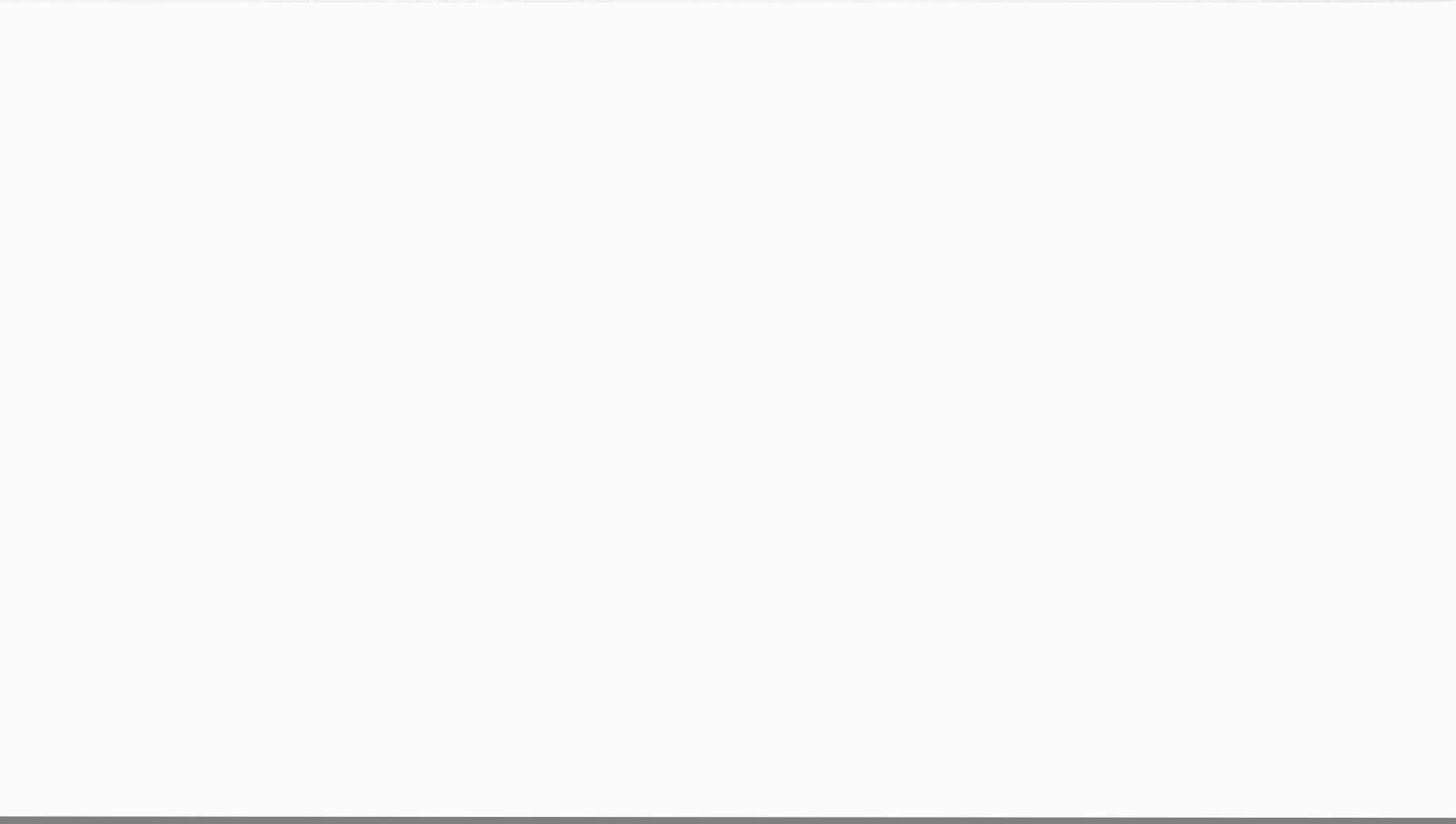
**PAYROLL**



- ALL NON-EXEMPT STAFF ON YOUR CAMPUS/DEPARTMENT
- FEDERALLY FUNDED TUTORS
- RE-ENFORCE TO EMPLOYEES THAT THEY SHOULD NOT SUBMIT THEIR TIMESHEET UNLESS IT IS A TRUE PICTURE OF THEIR WORK/LEAVE WEEK



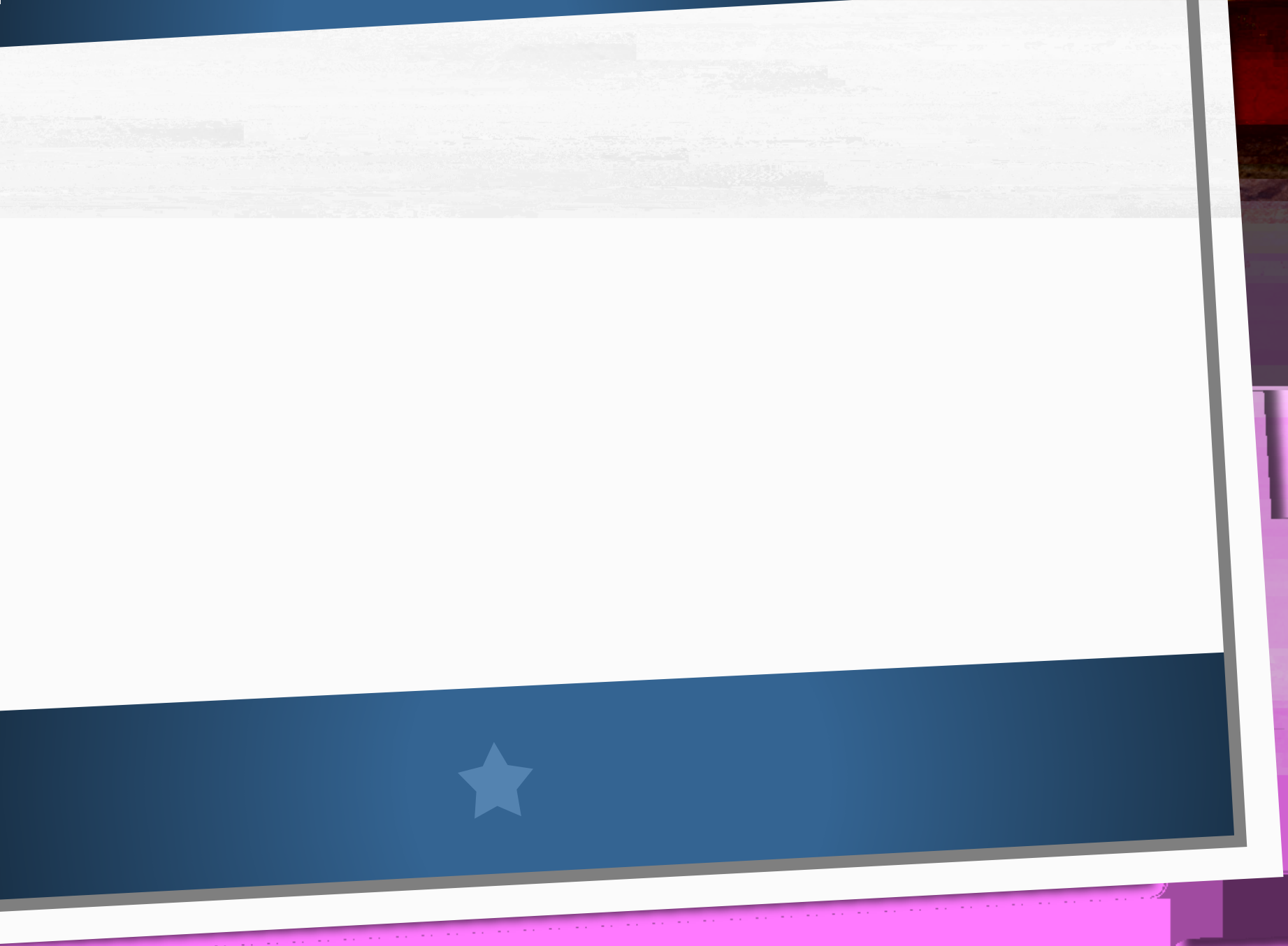
- IF VPN IS AVAILABLE, THEY CAN CLOCK IN AND OUT
- IF VPN IS NOT AVAILABLE, THEY WILL NEED TO SUBMIT **MISSED PUNCH REQUESTS**
- TIMESHEETS WILL STILL BE **DUE ON REGULAR SCHEDULE**
- **COVID – FILLER** IS AVAILABLE TO ENSURE THAT REQUIRED HOURS ARE RECORDED – **ONLY FOR THESE EMPLOYEES**



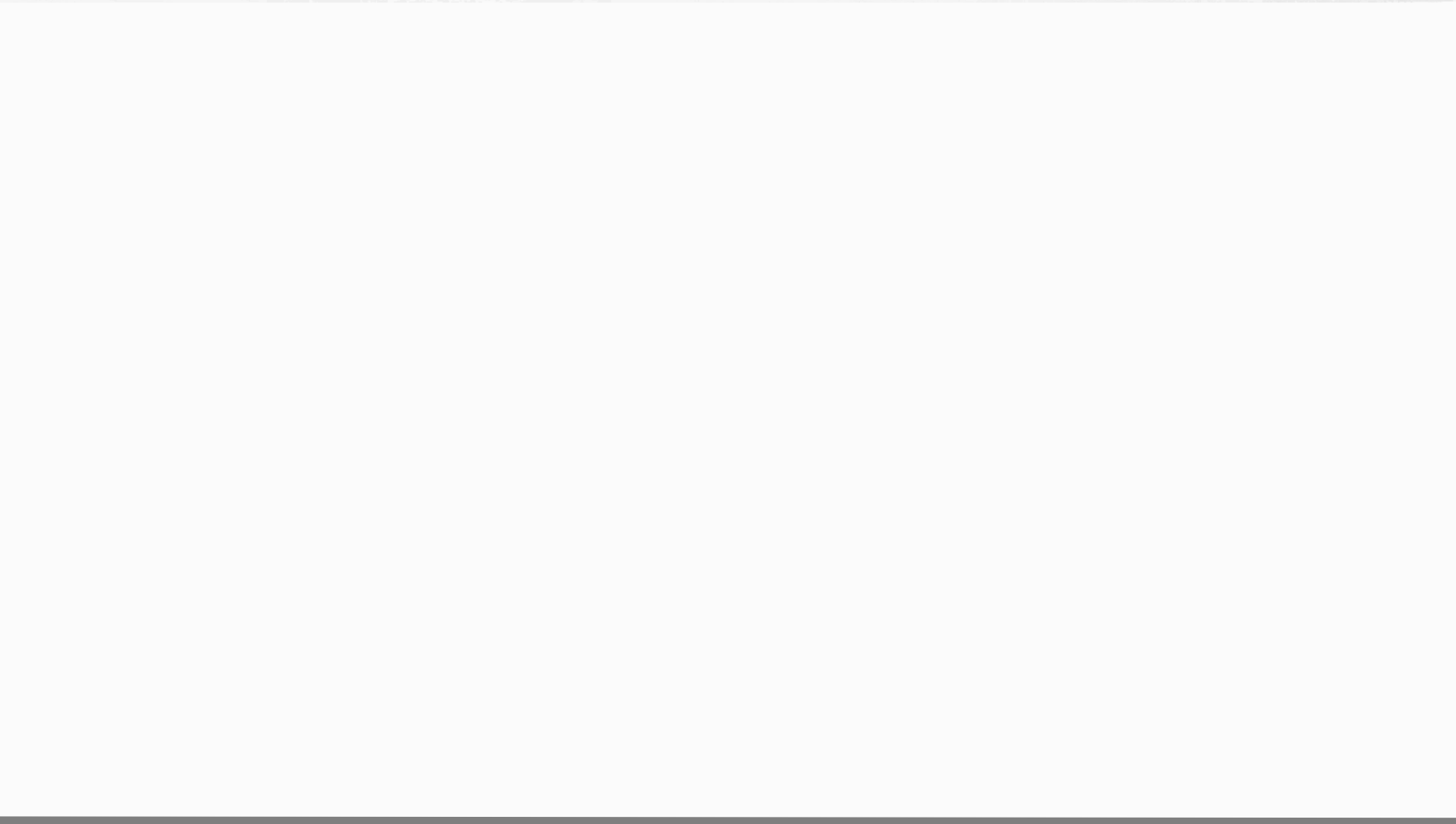


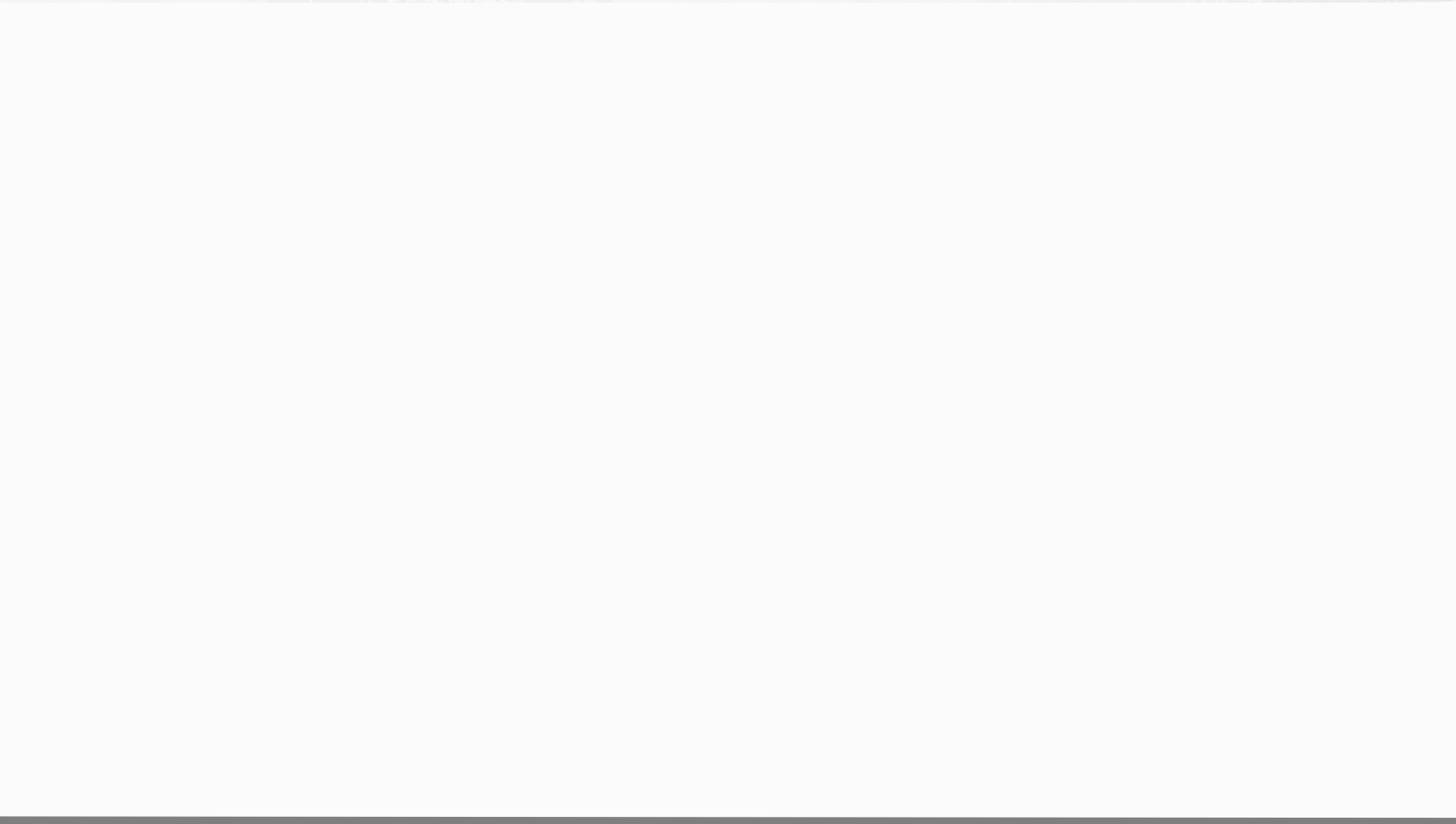


- JULY 15 – AUGUST 11, 2020
  - SUSAN DIPPOLITO – BENEFITS SPECIALIST
  - EMPLOYEE BENEFITS HUB
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- CALENDARS – INCLUDED ON FINANCE WEBSITE
  - SALES TAX DUE TO BUSINESS OFFICE
  - CROSS-FUNCTION BUDGET AMENDMENT DUE TO BUSINESS OFFICE
  - BI-WEEKLY PAY PERIOD DATES
  - MONTHLY PAY PERIOD DATES





To: Non-Event Campus Employees  
From: Paige Curry  
Date: May 29, 2020

Re: Guidelines for Flex Days for the 2020-2021 School Year

October 12, 2020 and January 4, 2021 have been designated as flex days for all campus employees who work less than 236 days. Below are options for these days:

- 1. Professional learning hours earned outside of the regular workday include one flex day.
- 2. Seven (7) hours of professional learning will be needed for one flex day.

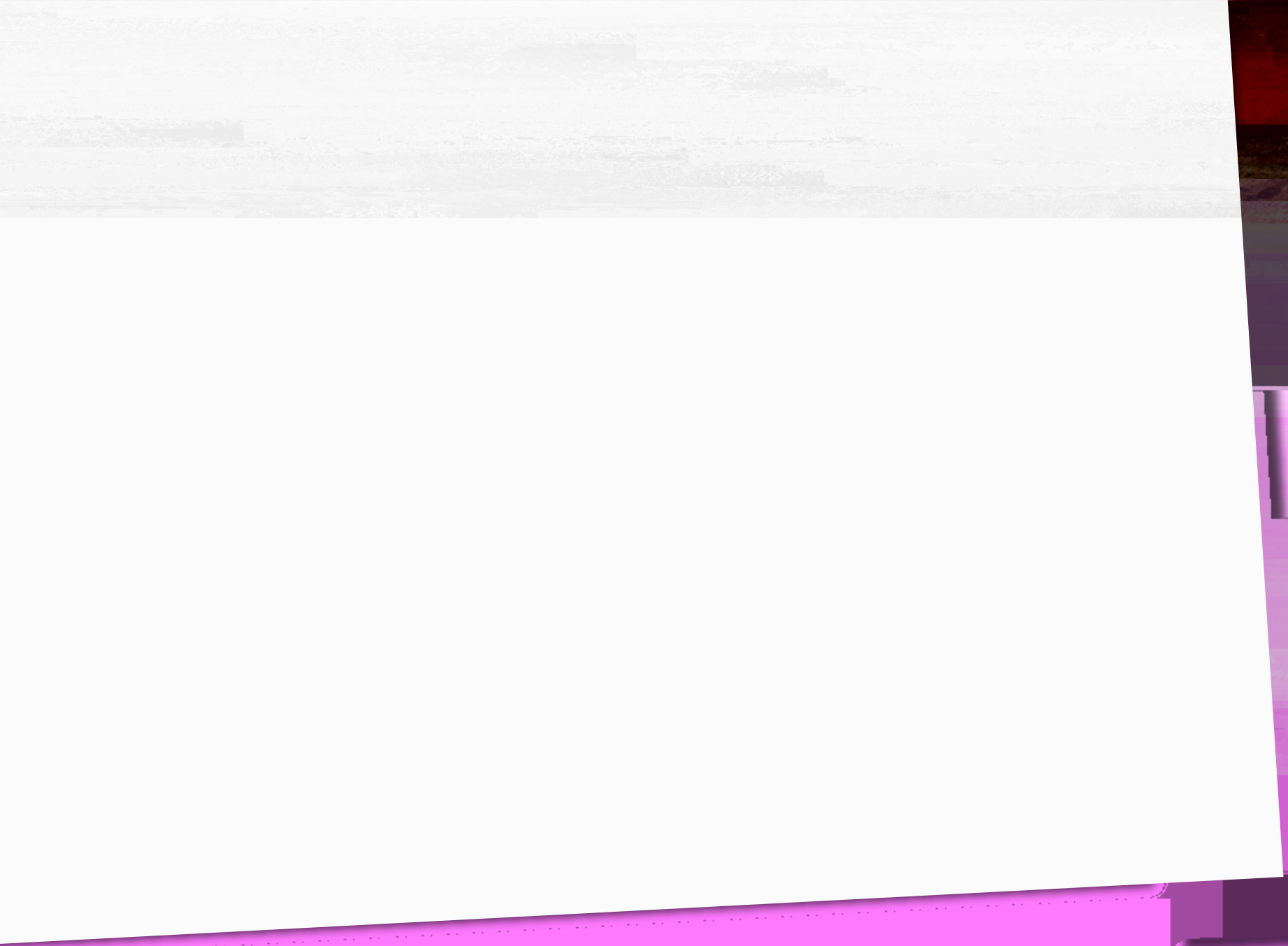




CASH SHOULD NOT BE LEFT IN DESKS, LOCKERS, OFFSITE, ETC.



- ALL CAMPUS STAFF WILL BE REQUIRED TO PARTICIPATE IN A CASH HANDLING TRAINING
  - SPONSOR TRAINING VIDEO/POWERPOINT
  - [HTTPS://WWW.BIRDVILLESCHOOLS.NET/DOMAIN/5255](https://www.birdvilleschools.net/domain/5255)
- ALL DEPARTMENT STAFF WHOSE RESPONSIBILITY INCLUDES HANDLING CASH WILL BE REQUIRED TO PARTICIPATE IN CASH HANDLING TRAINING
  - AVAILABLE VIA SAFE SCHOOLS – FORTHCOMING IN THE NEAR FUTURE



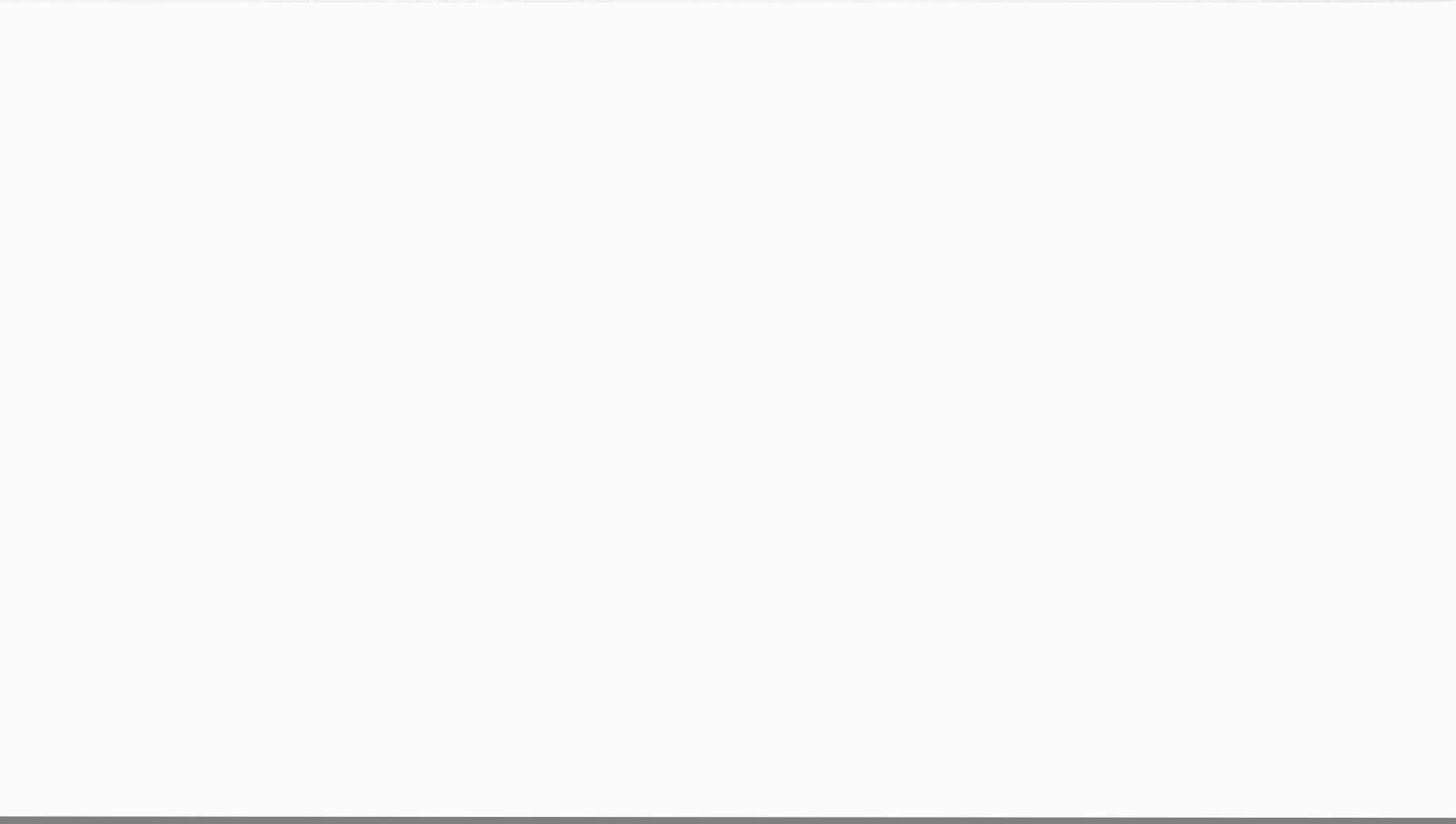
- CHECKS ARE RUN ON TUESDAY AND THURSDAY
  - COMPLETE DOCUMENTATION/MUNIS APPROVALS DUE BY MONDAY 1:00 PM AND WEDNESDAY 1:00 PM RESPECTIVELY
- INVOICES SHOULD BE SENT DIRECTLY TO ACCOUNTS PAYABLE
  - VIA EMAIL – [ACCOUNTS.PAYABLE@BIRDVILLESCHOOLS.NET](mailto:ACCOUNTS.PAYABLE@BIRDVILLESCHOOLS.NET)
  - WE CAN'T PAY A VENDOR WITHOUT AN INVOICE
  - PLEASE WORK WITH YOUR VENDORS TO SEND INVOICES DIRECTLY TO ACCOUNTS PAYABLE
    - IF YOU GET AN INVOICE AT YOUR SITE, PLEASE FORWARD DIRECTLY TO ACCOUNTS PAYABLE
  - IF WE HAVE THE INVOICE, BUT RECEIVING HAS NOT BEEN DONE IN MUNIS, WE CAN'T PAY
    - SO, IF YOU HAVE SENT THE INVOICE AND IT IS STILL SHOWING AS UNPAID, YOU MIGHT CHECK THE RECEIVING RECORD

- OPEN PO REPORT

- THIS IS BEING SENT OUT ON A REGULAR BASIS TO YOU TO REVIEW
- YOU CAN ALSO RUN ON YOUR OWN
- WHY?
  - HELPS YOU MAKE SURE THAT AN INVOICE HAS BEEN RECEIVED BY AP
  - HELPS YOU MAKE SURE THAT YOU HAVE RECEIVED ITEMS IN MUNIS, AND
  - UNENCUMBERS FUNDS – ALLOWS YOU TO SPEND ON OTHER THINGS -



- PARTIAL RECEIVING ALLOWS A DATE TO BE ENTERED. MAKE SURE THAT IT IS THE DATE THAT THE ITEMS WERE RECEIVED ON YOUR CAMPUS/DEPARTMENT – NOT DATE ENTERED IN MUNIS (DEFAULT)001 321.9661 T(1P)72.95





- STUDENT TRAVEL ADVANCES
- LEGAL PAYMENTS
- TRAVEL REIMBURSEMENTS
  - GO AHEAD AND GET ALL STAFF THAT WILL BE TRAVELING SET UP AS A VENDOR
- UTILITY PAYMENTS
- REFEREES
- SECURITY STAFF
- POSTAGE
- FUNDRAISER DONATIONS
- CONFERENCE REGISTRATIONS THAT DON'T ACCEPT POS OR PCARDS
- FIELD TRIP VENDORS THAT DON'T ACCEPT POS OR PCARDS

- IF AN INVOICE IS RECEIVED AND A PO IS NOT IN PLACE, YOU WILL NEED TO DO THE INV PO RATHER THAN A CHECK REQUEST

- STEP BY STEP PROCEDURES ARE INCLUDED IN THE BUSINESS PROCEDURES MANUAL
- ENTER THE INVOICE NUMBER
  - ONLY ONE INVOICE PER CHECK REQUEST
  - EMPLOYEE MILEAGE – USE EMPLOYEE NAME AND MONTH
- PLEASE ATTACH REQUIRED DOCUMENTS TO CHECK REQUEST
  - APPROVED FIELD TRIP FORM
  - INVOICE
  - APPROVED TRAVEL REQUEST AND EXPENSE REIMBURSEMENT FORM
  - IN-OUT OF DISTRICT MILEAGE & OTHER EXPENSE FORM
  - FUND RAISING APPROVAL FORM



- IN ORDER FOR A CHECK TO BE PICKED UP IN ACCOUNTING, THE CHECK PICK UP FORM SHALL BE SUBMITTED TO ACCOUNTS PAYABLE
  - ATTACH TO CHECK REQUEST
  - SEND VIA EMAIL [ACCOUNTS.PAYABLE@BIRDEVILLESCHOOLS.NET](mailto:ACCOUNTS.PAYABLE@BIRDEVILLESCHOOLS.NET) WITH “CHECK PICK UP PO#” IN SUBJECT LINE
- DATE CHECK IS NEEDED HAS BEEN ADDED TO THE FORM.
  - THIS WILL HELP WITH PROCESSING TIMELINE FOR CHECKS
- ONLY ONE CHECK CAN BE ON EACH FORM

### CHECK PICK UP FORM

Request# \_\_\_\_\_ PO# \_\_\_\_\_ Check # \_\_\_\_\_

Check Amt: \_\_\_\_\_ Payee Name: \_\_\_\_\_

Date to Pick up Check: \_\_\_\_\_  
Reason to Pick up Check: \_\_\_\_\_  
Department Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Department Approver)

Authorized Signatory

following in the Accounting office when the check is picked up;

Complete the

\_\_\_\_\_ accept responsibility for the check. Lam \_\_\_\_\_

\_\_\_\_\_ (Accounting Clerk)  
\_\_\_\_\_ (Check Clerk)

\_\_\_\_\_ (Accounting Clerk)  
\_\_\_\_\_ (Check Clerk)

