



# School Dollars and \$ense

FEBRUARY 2016

## School Bookkeeper / Secretary Newsletter

*The Resource Assistant Team in Finance Services is here to serve and support the Finance functions of our schools and departments.*

*Please contact our department with any questions you may have and we will be happy to assist.*

*Bookkeeping Resource Assistants*

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### **Save the Date**

Please plan on attending our spring School Bookkeeper meeting Tuesday, April 26. More information will be provided at a later date.

### **Sales Tax Reimbursement**

When sending in a reimbursement for sales tax that was charged on a P-Card please include the P-Card statement ID # or a copy of the statement. If sending in cash, please place in envelope and staple the envelope to the backup information. The Central Cashier will provide a receipt to the Card Manager. The Card Manager needs to attach the receipt to the P-Card statement showing the sales tax has been paid.

### **One-Time Vendors**

One-Time vendors payments should only be used for the following:

- Scholarship
- Refund to a parent or student
- Reimbursement to staff member for school-related items they have purchased with their personal funds. (If reimbursements become frequent for a staff member, please consider a P-Card for this employee.)

When using a one-time vendor place a description for the reason in the invoice field.

For all other purchases use a vendor, if the vendor is not set up have the vendor complete a W9 and send it to Purchasing at [vendors@pasco.k12.fl.us](mailto:vendors@pasco.k12.fl.us).

### **Project 13012 State and Local Assessments**

Project 13012 funds are available to purchase printing supplies for quarterly exams.

### **MUNIS**

A MUNIS upgrade has been scheduled for Friday, February 12. Access to MUNIS will be turned off at 2:00 PM on Friday, February 12. Access to MUNIS will be restored at 7 a.m. on Monday, February 15.

### **Training**

Please contact one of the Bookkeeping Resource Assistants to reserve a spot for training or to schedule an individual appointment. The training will be held in the first floor conference room by the receptionist desk in Building 4.

#### **Please bring your laptop to the training.**

- Balancing Monthly Reports      Tuesday, February 16      9:00 am -11:00 am

### **Excel Training**

Please contact one of the Bookkeeping Resource Assistants to sign up for one of the following Excel trainings. Sessions will be held in the first floor conference room by the receptionist desk in Building 4.

#### **Please bring your laptop to the training.**

- Basic      Tuesday, February 16      9:00 am – 11:00 am
- Intermediate      Tuesday, February 16      1:00 pm – 3:30 pm

### **Reminder**

If you retrieve the monthly bank statements through an online account, please make sure you print all pages in portrait so no data is lost.