



District Dollars and Sense

MAY 2017

District Bookkeeper / Secretary Newsletter

The Bookkeeping Coordinator 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 Coordinators:

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Senior Manager
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Spring District Bookkeeper Meeting

Thank you for your participation. We received great feedback on topics for the next meeting. We look forward to seeing you for that in the fall.

Bookkeeper/Secretary Backup Information

For those departments that have not sent their Backup Information, please scan it to Michael Gonzalez by end of year at mmgonzal@pasco.k12.fl.us.

Munis Trainings: May/June

Tuesday, May 2, 2017	Payroll Time Entry:	8:30 – 12:00 PM
Thursday, May 4, 2017	Contracts:	8:30 – 12:00 PM
Tuesday, May 9, 2017	Work Orders:	8:30 – 12:00 PM
Thursday, May 11, 2017	Requisition Entry:	8:30 – 12:00 PM
Thursday, May 18, 2017	Budget Amendments/P-Cards:	8:30 – 12:00 PM
Tuesday, May 23, 2017	Payroll Backup	8:30 – 12:00 PM
Thursday, June 1, 2017	Payroll Time Entry:	8:30 – 12:00 PM
Thursday, June 1, 2017	Contracts:	1:00 – 4:30 PM
Thursday, June 8, 2017	Requisition Entry:	8:30 – 12:00 PM
Thursday, June 8, 2017	Work Orders:	1:00 – 4:30 PM
Thursday, June 22, 2017	Budget Amendments/P-Cards:	8:30 – 12:00 PM
Tuesday, June 27, 2017	Payroll Backup	8:30 – 12:00 PM

All trainings are scheduled to be held in Building 3, Training Room F. In the case of low enrollment, the trainings will be held in one of the small conference rooms in OTIS.

Advanced Munis Trainings: April/May

Advanced Munis training classes are now being offered. You can register through myPGS. The dates for the training are as followed:

Wednesday, May 17, 2017	Training Room F	8:30 – 12:00 PM
Wednesday, May 31, 2017	Training Room F	1:00 – 4:30 PM

Excel Trainings

Please contact one of the Bookkeeping Coordinators to sign up for one of the following Excel trainings:

Tuesday, June 13, 2017	Basic *HREQ Conference Room	9:00 – 11:00 AM
Tuesday, June 13, 2017	Intermediate	1:00 – 3:30 PM
Tuesday, September 26, 2017	Basic	9:00 – 11:00 AM
Tuesday, September 26, 2017	Intermediate	1:00 – 3:30 PM

*All other sessions will be held in the Finance Conference Room, Building 4.

P-Card Credit Transactions

When processing a credit on a P-Card from a prior purchase, reference the original P-Card statement ID anywhere in the notes section or description field. Follow the same process for the reimbursement of sales tax.