



District Dollars and Sense

OCTOBER 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:

DeEtte Parrish
x42264
dparrish@pasco.k12.fl.us

Carol Jugan
x42445
cjugan@pasco.k12.fl.us

Sharon Trese
x42261
strese@pasco.k12.fl.us

Michael Gonzalez
x42073
mmgonzal@pasco.k12.fl.us

Accounting Manager
Jayne Haire
X42279
jhaire@pasco.k12.fl.us

Interim Director of Finance Services
James Class
x42176
jclass@pasco.k12.fl.us

Fall District Bookkeeper Meeting – Save the Date

The Fall District Bookkeeper Meeting is scheduled for 11/15/2017 in Portable 8A. The time and agenda will be shared closer to the meeting date. Our goal is to produce a more successful meeting each time by listening to your feedback and recognizing what works well.

P-Card Purchases Description Field Reminder

When managing P-Cards remember to **always** change the charge description data to a description of the charge, see example below.

Transaction	
Munis Transaction ID	233159 <input type="button" value="Notes"/>
Card holder for transaction	
Vendor	31089 ... Office Depot Inc
Charge description	2442827434001

Transaction	
Munis Transaction ID	233159 <input type="button" value="Notes"/>
Card holder for transaction	
Vendor	31089 ... Office Depot Inc
Charge description	Stapler, staples for Principal's Secretary

Excel Trainings

Contact a Bookkeeping Coordinator to sign up for one of the following Excel trainings:

Wednesday, December 6, 2017	Basic	9:00 AM - 11:00 AM
Wednesday, December 6, 2017	Intermediate	1:00 PM - 3:30 PM

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

Munis Trainings: October/November-Register for trainings through myPGS:

Tuesday, October 17, 2017	Advanced Munis	8:30 AM - 12:00 PM
Thursday, October 19, 2017	Requisition Entry	8:30 AM - 12:00 PM
Tuesday, October 24, 2017	Work Orders	8:30 AM - 12:00 PM
Thursday, October 26, 2017	Budget Amendments/P-Cards	1:00 PM - 4:30 PM
Wednesday, November 1, 2017	Contracts	8:30 AM - 12:00 PM
Thursday, November 2, 2017	Payroll	8:30 AM - 12:00 PM
Tuesday, November 7, 2017	Advanced Munis	1:00 PM - 4:30 PM
Thursday, November 9, 2017	Requisition Entry	1:00 PM - 4:30 PM
Tuesday, November 14, 2017	Work Orders	1:00 PM - 4:30 PM
Wednesday, November 29, 2017	Budget Amendments/P-Cards	8:30 AM - 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.