

School Name: _____

(District Office Use Only)

School Bookkeeper Back Up Information

In the event that the bookkeeper is out for an extended period of time, a plan should be in place as to who will be handling the key duties of his/her job. The following information should be on file and updated as needed. When changes are made, updated copies should be sent to Budget/Bookkeeping.

Deposits:

Who will be making deposits daily? _____

Where are bank deposit slips located? _____

Where is the endorsement stamp located? _____

Where are the bank bags located? _____

If using lock bags, where are keys stored? _____

What day(s) does the bank courier pick up deposits? _____

What bank is used? _____

Are monthly statements mailed or are they accessed through the bank website? _____

If website generated, in the bookkeeper's absence who can contact the bank to get a bank statement generated?

Safe:

Is a safe/drop box for money used? _____

Who has key/combo to open safe? _____

P-Card:

Where are receipts filed? _____

Designated backup for placing orders with P-Card? _____

Checks:

Where are blank checks stored? _____

Internal/Student Activity Purchase Orders:

Who will maintain the “Emergency Internal/Student Activity PO Log”?

District

Transportation Requests:

Who will enter (or can be trained) to process in TERMS:

Who has approval access in TERMS:

Requisitions for goods from a vendor and from the warehouse:

Who will enter (or can be trained) to process on Munis: _____

Warehouse Orders and Purchasing requisitions have to be approved by the principal (Munis):

Who will be receiving warehouse orders and distributing them? _____

Who will be receiving orders delivered by US Mail, UPS and FedEx and distributing them?

Computer Log on:

Contact person to log onto computer: _____

Desk:

Desk keys (if locked) – who has spare? _____

Human Resources

Individual assigned to post job openings: _____

Back up for posting job openings: _____

Individual assigned to review pending applicants: _____

Backup assigned to review pending applicants: _____

Individual assigned to review applicant central: _____

Backup assigned to review applicant central: _____

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Payroll:

Individual assigned to check Aesop daily: _____

Back up for Aesop access: _____

Individual assigned to process payroll in Munis: _____

Individual assigned as payroll back up: _____

School Pay:

Individual assigned to check School Pay daily: _____

Backup assigned to School Pay: _____

Individual assigned to manage School Pay website: _____

Backup for School Pay managing website: _____

Who maintains passwords for access to School Pay: _____

REMINDER: ANY STAFF MEMBER THAT WILL BE WORKING IN MUNIS MUST HAVE THEIR OWN USERNAME AND PASSWORD!!! SECURITY FOR MUNIS IS REQUESTED VIA EMAIL TO MUNISHelp@Pasco.k12.fl.us.

PERSONS DESIGNATED AS BACKUPS SHUOLD CHECK AVATAR FOR TRAINING DATES.

Principal's Signature **Date**