

Accounting Technician Assignments

ESC phone #'s: auto attendant 682-5171 & 682-8923

Accounting fax #: 682-6187

<p style="text-align: center;">Andrea Bishop Socey direct 687-4527</p> <p style="text-align: center;">A - C Vendors</p> <p style="text-align: center;">Reconcile & Sweeps for Fines & Fees Deposits and Merchant Card</p> <p style="text-align: center;">Student Activity Deposits Fuel Tax Reimbursements</p>	<p style="text-align: center;">Joanne Bruski - Engebretson direct 687-4524</p> <p style="text-align: center;">D - Q Vendors</p> <p style="text-align: center;">Combined Funds Deposits Major Maintenance Deposits</p> <p style="text-align: center;">Auction Site Balance/Deposits COOP Acct Balance/Deposits</p>	<p style="text-align: center;">Kathy Turman direct 687-4526</p> <p style="text-align: center;">R - Z Vendors</p> <p style="text-align: center;">Nutrition Services Deposits</p> <p style="text-align: center;">Officials Checking Accts</p> <p style="text-align: center;">CC C Public Rec District</p>
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Board Check run Schedule

The School Board meets every 2nd and 4th Tuesday of the Month.

<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>
			<p>Last Day to Enter PO's for Board Payment. (before 4pm, w/o budget problems & w/ bldg level approval)</p> <p>Send <i>all invoices</i> and backup to the assigned Accounting Tech through today's school mail.</p>	<p><u>Purchasing</u></p> <p>Purchase Requisition Finance/Purchasing Approvals</p> <p>Purchase Orders Printed</p>
<p><u>Accounting</u> Purchase Orders * Match up * Invoice Entry / Approval * Batch Vouchering / Posting</p>			<p><i>Check Printing & Board packets emailed</i></p>	
	<p><i>Board Meeting</i></p>	<p><i>Checks Released</i></p>		

FY2024 Board and PO Entry Time Lines

PO entry deadline w/ backup in bkpg	Board date w/check release following day
Thursday, July 6, 2023	Wednesday, July 19, 2023
Thursday, July 13, 2023	Release Wednesday, July 26, 2023
Thursday, July 27, 2023	Release Wednesday, August 9, 2023
Thursday, August 10, 2023	Tuesday, August 22, 2023
Thursday, August 31, 2023	Tuesday, September 12, 2023
Thursday, September 14, 2023	Tuesday, September 26, 2023
Thursday, September 28, 2023	Tuesday, October 10, 2023
Thursday, October 12, 2023	Tuesday, October 24, 2023
Thursday, November 2, 2023	Tuesday, November 14, 2023
Thursday, November 16, 2023	Release Tuesday, November 28, 2023
Thursday, November 30, 2023	Tuesday, December 12, 2023
Thursday, December 14, 2023	Release Thursday, December 21, 2023
Thursday, December 28, 2023	Tuesday, January 9, 2024
Thursday, January 11, 2024	Tuesday, January 23, 2024
Thursday, February 1, 2024	Tuesday, February 13, 2024
Thursday, February 15, 2024	Tuesday, February 27, 2024
Thursday, February 29, 2024	Tuesday, March 12, 2024
Thursday, March 14, 2024	Release Thursday, March 21, 2024
Thursday, March 28, 2024	Tuesday, April 9, 2024
Thursday, April 11, 2024	Tuesday, April 23, 2024
Thursday, May 2, 2024	Tuesday, May 14, 2024
Thursday, May 16, 2024	Tuesday, May 28, 2024
Thursday, May 30, 2024	Tuesday, June 11, 2024
Thursday, June 13, 2024	Release Thursday, June 20, 2024

Work with the Accounting Technicians for Vendor Payments from June 21 - 29, 2024.