

## Accounting contacts and phone numbers

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★ Main line:	<b>4170</b>
★ Fax:	<b>4172</b>
★ Bridget Cameron:	<b>4171</b>
★ Ebbeni Moen:	<b>4173</b>
★ Karalee Jacobs:	<b>4174</b>
★ Jodene Collings-Hayes:	<b>4175</b>
★ Erin Davis:	<b>4176</b>
★ Leslie McDonald:	<b>4177</b>
★ Erin Lemke:	<b>4178</b>
★ Andi Tress:	<b>4179</b>

## Accounts payable including service contracts and travel

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★ GF AP Vendors A-G, Dairy Fresh, P-Card Posting:	<b>Erin L.</b>
★ GF AP Vendors H-M, Reimbursements:	<b>Ebbeni</b>
★ GF AP Vendors N-T, Duck, Franz, Mileage:	<b>Karalee</b>
★ GF AP Vendors U-Z & #, ASB/TRUST (AP, Mileage), P&R, All Travel:	<b>Bridget</b>
★ L&I on service contracts, payments to Workers Compensation Pool:	<b>Jodene</b>
★ ASB authorization forms (charging payroll transactions to ASB):	<b>Bridget</b>
★ Sales tax, Department of Revenue, use tax (CT or comp tax):	<b>Anyone in AP</b>
★ Vendor credits, vendor statements:	<b>Anyone in AP</b>
★ Vendor histories (invoices paid or outstanding):	<b>Anyone in AP</b>
★ Travel Requests, Statement of Travel Expense Forms, meal per diem:	<b>Anyone in AP</b>
★ Mileage reports, mileage chart, mileage rate:	<b>Anyone in AP</b>
★ Travel procedures:	<b>Anyone in AP</b>
★ Required supporting documentation:	<b>Anyone in AP</b>
★ Audits, legal compliance, unique circumstances:	<b>Andi</b>

## Warrants

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★ Status of warrant, issued, lost, outstanding or cleared:	<b>All accounting staff</b>
★ Affidavit of lost warrant:	<b>Jodene, or AP staff</b>
★ Void or cancel:	<b>Erin D.</b>
★ Unclaimed property letters for uncashed warrants:	<b>Jodene</b>
★ Communication with Snohomish County Treasurer:	<b>Erin D., Andi</b>

- ★ Schedule and deadlines for weekly issuance of warrants: **AP, Erin, Andi**

## Revenue refunds

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- ★ Initial processing for review and verification: **Jodene**
- ★ AP staff for processing warrant by area of alphabet: **Anyone in AP**

## Reimbursement vouchers

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- ★ Initial processing for review and verification: **Ebbeni**
- ★ Required supporting documentation: **Ebbeni**
- ★ AP staff for processing Reimbursements General Fund: **Anyone in AP**
- ★ AP staff for processing Reimbursements ASB/TRUST: **Bridget**
- ★ Unique circumstances and questions about legal compliance or audit: **Andi**

## P-Card Review

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- ★ Initial processing for review and verification: **Leslie**
- ★ Required supporting documentation: **Leslie**
- ★ Monthly bank reconciliation: **Leslie**

## Imprest checking accounts

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- ★ Reimbursements of checks written from imprest accounts: **Leslie**
- ★ Reconciliations and annual audits of imprest account activity: **Leslie**
- ★ Requests for travel advance: **Leslie**
- ★ Unique circumstances and questions on appropriate usage: **Leslie, Andi, Erin D.**

## Journal entries

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- ★ Account code change voucher forms: **Jodene**
- ★ Debit/credit transfer voucher forms: **Jodene**
- ★ Journal entries for payroll corrections: **Jodene**
- ★ Payroll history transfers: **Jodene**
- ★ ASB transfers: **Jodene**
- ★ Monthly processing timelines: **Jodene, Erin**

- ★ Journal entries for month-end or year-end:
- ★ Accounting guidelines for accruals and year-end:

**Erin D., Andi  
Andi, Erin D.**

## **Point of Sale (POS) Receipting System InTouch & Touchbase payments on line**

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- ★ Basic questions on use of POS: **Leslie, Jodene**
- ★ Voids, refunds, wrong item, wrong student adjustments: **Erin D.**
- ★ Help with special transactions, buttons, items, account codes: **Erin D.**
- ★ Request for new users, security access, and passwords: **Erin D.**
- ★ Training for new users: **Erin D.**
- ★ Fines and fees: **Erin D.**
- ★ Interface with Destiny library system (fines/fees, library and textbooks): **Erin D.**
- ★ Receipt of payments previously NSF: **Leslie**
- ★ Blocked checks (student accounts in POS): **Leslie**
- ★ POS end of period (EOP) reports: **send to Erin L.**
- ★ Bank receipts: **send to Erin L.**
- ★ Voided receipts with supervisor signature: **send to Erin L.**
- ★ Monthly bank statement balancing: **Erin D.**
- ★ Outstanding EOP reports: **Erin D.**
- ★ Loaner receipt printers: **Erin D.**
- ★ Registration consultation: **Erin D.**
- ★ TouchBase payments on-line, set up for AP exams or other items: **Erin D.**
- ★ TouchBase Lite: **Erin D.**

## **Receipting**

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- ★ Money received at the CRC: **Leslie**
- ★ Facility rental payments: **Leslie**

## **Banking**

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- ★ Transfers to Snohomish County Treasurer: **Erin D.**
- ★ Banking services, supplies & charges: **Erin D.**
- ★ Returned checks: **Leslie**
- ★ Authorization of imprest checking accounts or change funds: **Andi**
- ★ Bank signature cards: **Leslie, Erin D.**
- ★ Deposits and balancing of main depository accounts (including food services): **Erin D.**

## Returned checks

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- ★ Process for returned checks in POS, payments of NSF fees in POS: **Leslie or Erin D.**
- ★ Transworld letter-writing service/collection agency: **Leslie**

## Change funds

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- ★ Request for change funds: **Andi, Erin D.**
- ★ Custodian(s) of change funds: **Andi**
- ★ Temporary change funds for registrations or other events: **Andi, Erin D., Leslie**
- ★ Best business practices, guidelines and controls: **Andi**
- ★ Audits, unique circumstances: **Andi**

## Summer school & on-line high school tuition credit card charges

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- ★ Refunds of summer school/on-line HS credit card payments, verification, accuracy, completeness: **Jodene**
- ★ Capture refunds/credits to credit card accounts and interface with bank: **Erin D.**

## Accounts receivable billings

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- ★ Requests for invoice: **Leslie**
- ★ Interfund invoices: **Leslie, Jodene**
- ★ InvestEd/Trust Fund, ASB, McKinney Vento: **Leslie, Andi**
- ★ OSPI vouchers (billing OSPI for substitutes): **Leslie**
- ★ Questions about AR vendor payment history, coding: **Leslie**

## Work-orders

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- ★ Post or undo a work-order posting to the general ledger: **Andi, Erin D.**
- ★ Accounting guidelines, process, posting, coding, year-end accruals: **Andi, Erin D.**
- ★ Interfund transactions with the work-order process: **Andi, Erin D.**

## Food and beverage consumption

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- ★ Legal compliance and guidelines for meals, food, snacks at meetings: **Andi or Erin D.**
- ★ Quick reference food reimbursements (guidance for supporting documentation): **Leslie**

## **Fundraising guidelines**

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- ★ ASB fundraising: **Andi, Erin D.**
- ★ Charitable fundraising (private non-ASB funds): **Andi, Erin D.**
- ★ General fund fundraising: **Andi**

## **Accounting and legal compliance unique to certain funds**

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- ★ Associated Student Body (ASB) guidelines and requirements: **Andi**
- ★ School support organizations/boosters/PTA relations with ASB and schools: **Andi**
- ★ Trust fund guidelines and requirements: **Andi**
- ★ Scholarships, endowments, InvestEd: **Andi**
- ★ Financial statements, CAFR, F196, state reporting: **Andi**
- ★ Audits, legal compliance, unique circumstances: **Andi, Erin D.**
- ★ Reporting loss, theft or other miss-use of funds or property: **Andi, Erin D.**

## **Tax status, IRS Form 1099, W-9's and other miscellaneous**

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- ★ District tax ID number, letters on tax status: **Andi, Erin D.**
- ★ IRS Form 1099: **Leslie**
- ★ Completed W-9 forms: **Leslie and/or purchasing**
- ★ NJROTC and WAWF navy claims: **Andi**

## **Training for new staff**

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- ★ Accounting, JE's, invoices, reimbursements, travel, mileage, ASB fund: **Erin D., Andi**
- ★ Point of Sale, user access and training: **Erin D.**