

Accounting contacts and phone numbers

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

Accounts payable including service contracts and travel

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

Warrants

★ Status of warrant, issued, lost, outstanding or cleared:	All accounting staff
★ Affidavit of lost warrant:	Jodene, or AP staff
★ Void or cancel:	Erin D.
★ Unclaimed property letters for uncashed warrants:	Jodene
★ Communication with Snohomish County Treasurer:	Erin D., Andi
★ Schedule and deadlines for weekly issuance of warrants:	AP, Erin D., Andi

Revenue refunds

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

Reimbursement vouchers

- ★ 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

- ★ P-CARD Interface: **Erin L.**
- ★ Monthly bank reconciliation: **Erin L.**

Imprest checking account

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

Journal entries

- ★ 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 D.**
- ★ Journal entries for month-end or year-end: **Erin D., Andi**
- ★ Accounting guidelines for accruals and year-end: **Andi, Erin D.**

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

★ Basic questions on use of POS:	Erin L., 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:	Erin L.
★ Blocked checks (student accounts in POS):	Erin L.
★ POS end of period (EOP) reports:	send to Amanda.
★ Bank receipts:	send to Amanda.
★ Voided receipts with supervisor signature:	send to Amanda.
★ 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

★ Money received at the CRC:	Erin L.
★ Facility rental payments:	Erin L.

Banking

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

Returned checks

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

Change funds

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

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

- ★ 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

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

Work-orders

- ★ 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

- ★ Legal compliance and guidelines for meals, food, snacks at meetings: **Andi or Erin D.**
- ★ Guidance for supporting documentation food reimbursements: **Ebbeni**

Fundraising guidelines

- ★ 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

- ★ 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

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

Training for new staff

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