

Budgets:

Jessica Jimenez
Food Service
429-4639

Camila Messina
General Fund
429-3983

Peggy Barnes
Grants
429-3646

Vickie Nash
429-3970

Purchasing:

Pam Brown
429-3993

Donna Sapp
429-3990

Dee Dee Akins
429-3988

Shannon Dunbar
429-3971

Accounts Payable:

Charice White
429-3981

Cindy Oliva
429-3985

Cindy Hill
429-3987

Christine O'Rourke
429-3982

Lisa Green
429-3966

Mary Crispino
429-3984

Payroll:

Alaina DeGroat
429-3992

Marcy Deweese
429-3997

Sandra Paige
429-3994

Debbie Jervis
429-3976

Myla Wine
429-7538

Ashley Honeycutt
429-3995

Tami Alexander
429-3968

Did you know?

- in August of 1978, President Jimmy Carter signed the resolution making the first Sunday after Labor Day officially Grandparents Day. (Ducksters.com)
- September 17 is Constitution Day. This day celebrates the adoption of the U.S. Constitution, which occurred on September 17, 1787.
- Get ready for fall! The Autumnal Equinox falls on September 22, 2018 at 9:54 P.M.EDT. At this time, there are approximately equal hours of daylight and darkness. (almanac.com)



Please give **Peggy Barnes** a warm welcome. She is the new Grants Accountant.

Internal Accounts

Credit Cards

Credit cards are HERE!! If you don't have access to your school's account, email Kim Albritton. A revised Principal's Manual is posted to the Bookkeeper website, it contains instructions to records the credit card deposits (and fees). Make sure you are recording your deposits.

NEW—Schools now have the ability to create categories to group payments.

LEAD Teacher Funds - Checks will be distributed by September 30th.

Reminder

This was sent out in our APRIL newsletter, but are now in effect. Please take note!

Purchasing Threshold CHANGES—FEDERAL FUNDS ONLY—The following thresholds are now as follows for ANY federal fund purchase (i.e. Title I, Food Service, IDEA, etc).

- \$3,500.00 or less:** - Purchases of \$3,500.00 or less do not require three written quotes, although competition is encouraged whenever practical.
- \$3,000.01 to \$50,000.00** – Invitation to Quotes (ITQ) are issued for all other informal purchases. ITQs are prepared, issued, received, evaluated, and awarded by each school/department. Three written quotes from three firms must be obtained. The entire process from initiation to award and issuance of a purchase order will be completed typically within 5 days.
- \$50,000.01 and above:** Purchases of this value are considered formal and require that the school system follow the procedures governing competitive sealed bidding or competitive negotiation.

All of the amounts are cumulative with the vendor for the entire District. If every school spends \$100 with a specific vendor, we will exceed our Federal purchasing threshold.

Professional Development

New to You—Bookkeeper Basics

This training will be for Bookkeepers new to their role OR Bookkeepers that needs some refreshers on the basics. This training is required for Bookkeepers or Elementary Secretaries in their positions for less than one year.

Register In Frontline—Session Code: 509-8509003 Session: 109

October 3, 2018 9 AM—11 AM

Allapattah Flats, Room 3-216

<http://www.stlucie.k12.fl.us/finance/bookkeeper-secretary-resources/>