

Budgets:

Jessica Jimenez
General Fund
429-4639

Sara Comeau
Food Service
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

Deb Daly
429-3998

Did you know?

- January 17 is Benjamin Franklin's birthday. He was not only a world-renowned statesman, inventor, and scientist, but was also fascinated by agriculture.
- January 20, 2019 brings the Great American Total Lunar Eclipse! This eclipse is visible from North America. The Moon will enter the penumbra at 9:35 P.M. EST on January 20 (6:25 P.M. PST on January 20) and leave the penumbra at 2:50 A.M. EST on January 21 (11:50 P.M. PST on January 20).
- January 21 is Martin Luther King Jr. Day (observed) this year and honors the principles of this civil rights leader and Nobel Prize Winner dedicated to nonviolence. (www.almanac.com)



What's New

FEDERAL PURCHASING THRESHOLDS REVISED! The federal procurement thresholds were updated by the federal government, we are no longer required to obtain three quotes at \$3,500. Instead three quotes are required for ALL purchases \$8,000 or more. The Purchasing Manual was updated to reflect the new thresholds.

Amazon has changed their business model and is asking for us to pay for the two day shipping benefit. The price they are requesting is significant. For now, all Amazon purchases will require \$25 minimum to qualify for free shipping (which is 5-8 business days). I will keep you informed if we elect to pay for the faster shipping. Please plan accordingly for all Amazon orders.

Don't Forget—NEW—Travel Policy—The travel policy was updated at the most recent Board meeting. A copy posted to the Bookkeeper Resource page, under Travel Policy. Please make sure you share the information with staff at your location.

Reminders

Please take a moment to review the Bookkeeper/Secretary Resource page (<https://www.stlucie.k12.fl.us/finance/bookkeeper-secretary-resources/>), many of the forms, instructions and manuals you need are posted to the site.

Internal Accounts

School Pay—Posting to Skyward: All Debits and Credits must be posted to Skyward, please refer to the Principal's Manual for Internal Accounts (posted on the Resource page) for detailed instructions.

Professional Development

School Pay—A School's Perspective

This training is **mandatory** for all Bookkeepers and Elementary Secretaries. The session will cover School Pay (District credit card acceptance program) and one school's experience implementing the payment method.

Register In Frontline—Session Code: 509-8509003 Session: 112

January 24, 2019 9:00 AM—11:30 AM

Allapattah Flats, Room 3-216

New to You—Bookkeeper Basics—Session 3

This training will be for Bookkeepers new to their role OR Bookkeepers that need 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: 114

January 31, 2019 9 AM—11 AM

Allapattah Flats, Room 3-217