

# Memo



To: Staff

From: Kimberly J. Reynolds  
Director of Business Operations

Date: July 6, 2020

Subject: 2020-2021 Fiscal Information

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July 1 began our new fiscal year of 2020-2021!  
**HAPPY NEW FISCAL YEAR!**

Thank you for your support in practicing responsible fiscal spending within the School District of Lancaster community.

## **BUILDING/COST CENTER BUDGETS**

Each building/cost center will receive their 2020-2021 budget with account codes by July 10. The MUNIS purchase order system is open for orders. Please remember that purchase orders for the 2020-2021 year must be entered with a date of July 1 or later. Make sure the created date on the requisition is July 1 or later. See [Requisitions](#).

## **CONSUMABLES / WAREHOUSE ORDERS**

Please use this updated [Warehouse Order Guide](#) to assist with creating your warehouse orders. Each building should enter **ONE** warehouse requisition for your start of year supplies, by combining all requested supplies into one requisition. You may order any items from the “School\_Department Items” tab of the order guide. Food service, custodial, and health services items may only be ordered by those respective departments. We have been informed by manufacturers of significant delays in replenishing our warehouse. Buildings may not receive their full warehouse orders until the end of September; however, we will work to get these supplies to you as soon as they are received in our warehouse.

## **CONTRACT INVOICES**

If you are a contract administrator, it is imperative that your contractor’s invoices for services performed as of June 30, 2020 are reviewed and submitted for payment no later than July 24. Additionally, please ensure that you enter a requisition for your fiscal year 2020-2021 contracted services. Payments cannot be made for services without an active PO.

**COPIER/PRINTER:** Our copiers and printers will continue to be serviced by Doceo. Your networked copier and printers are being monitored for toner/ink levels, as replenishments will be shipped to your building via FedEx Ground. If you have supply needs that have not been delivered, or experience device issues requiring a service call, please contact Doceo directly. Each machine has a sticker with their contact information, as well as a device ID. You will be required to supply that device ID when calling for support.

**COPY PAPER:** We are continuing the program of ordering 8.5”x11” copy paper from Office Basics. Please check your current inventory before ordering more for your location. We are ordering a new item number this year, with pricing valid from 7/1/20 to 9/30/20. There may be a price change effective 10/1/20. Drew Schenk will communicate that information to you in mid-September.

Item # OBI0B75777 - Current Pricing is \$26.25 per case of 10 reams, valid from 7/1/20 to 09/30/20.

For your requisition, please estimate the number of cases of paper that you will be ordering for the first quarter of the year (7/1/20 to 9/30/20). That total estimated number of cases should be your Quantity (to order). Enter the new unit price (above). That will give you the total cost of your order. You will need to repeat this procedure in October, to establish a new blanket PO going forward. When you need paper, send an email to Markley at [mroth@officebasics.com](mailto:mroth@officebasics.com), with the following information:

- The PO number of your blanket order
- The desired quantity (you must order by the case – there are 10 reams in a carton)
- Your name
- Your school
- Any specific information regarding where you want it delivered

### **EMPLOYEE EXPENSE REIMBURSEMENTS**

All requests for Expense Reimbursements incurred as of June 30, 2020 must be submitted with all required documentation on the [ESS module](#) in MUNIS to Accounts Payable by July 31.

**FURNITURE:** If you have furniture needs (new or used) for the 20/21 school year, please fill out a [Furniture Request Form](#) (intranet under Business Office\Documents\Purchasing), have it signed as requested, scan it, and email it to Drew Schenk. If an item is not on the list, add it to the bottom of the form with quantity and complete description of the item. If the item is available in our warehouse, Drew will enter a work order to have it delivered to you. If an item is not available in our warehouse, we will review your request on a case-by-case basis and Drew will obtain a quote for you. PLEASE NOTE – new furniture orders take anywhere from 6 to 8 weeks to deliver, after the vendor has received our purchase order. Please plan accordingly for the start of the next school year. Rush orders are not an option, and you will be responsible for finding temporary furniture until your order delivers.

### **KNOWLEDGE BASE**

There are videos and visual tools on various Office of Business & Operations processes available to you via Knowledge Base including a video of each team member.

### **PAYROLL**

Please forward or scan and email all outstanding [LEA Additional Pay Authorization](#) forms for work performed during the 2019-2020 school year.

Payroll must receive these forms no later than July 17, 2020 at noon to be paid July 31, 2020.

**PAYROLL (continued)**

Please confirm the pay form to be sure the following is included before submitting it:

- Official name of employee
- Approval signature
- Proper account code to be charged
- Dates of service
- Number of hours worked in whole and quarter-hour increments
- Supporting documentation attached / included

**It is our pleasure to assist you. Email the following staff with questions or concerns:**

- Renee Buehler, Purchasing Specialist - purchase requisitions/ purchase orders
- Elia Hironimus, Accounting Technician -accounts payable payment status and invoices
- Robin Ingram, Interim Payroll Manager - payroll processing
- Danisa Caraballo, Payroll Technician - Kronos timekeeping & extra pay
- Ann Johnson, Accounting Supervisor - account codes and budgets for grants & all departments and buildings including McCaskey Campus
- Kim Reynolds, Director of Business Operations - budgets and processes
- Drew Schenk, Assistant Director of Business Operations - contracts, consumables and furniture
- Brenda Troop, Fiscal Manager - invoices to be paid, check requests and employee reimbursements
- Nellie Serrano, Accounting Specialist - accounts payable and accounts receivable such as invoices and receipts

***Together We Can!***