## MEMORANDUM

**TO:** Administrators/Clerical/Secretaries/Controllers  
**TOPIC:** Where to send fiscal paperwork, updated 2-24-16

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
1 | Budget Transfers, Cal cards, Change Orders w/budget code chgs, Mileage reimbursement forms, Petty Cash (Adult Ed dept only), Purchase Requisitions, Requests for Direct Payments, Revolving Fund Checks, Service Agreements, Travel advances or conf reimbs. | Student Learning Assistance (OSLA) (Title 1 & EIA) | Fiscal Tech I for Specialized Depts. (to be reviewed & approved with green budget stamp & forwarded to the appropriate department for processing) | OSLA- Kim Finney, Title 1 – Tia Taylor  
Spec Ed-Susie Tsukiji  
Transportation-Tracey Anderson  
Adult Ed/College & Career/WIA/El Sereno- Lina Vusik  
Professional Learning and Innovation- PLI – TBD | 7965  
7203  
8983  
7234  
7979-8939

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
2 | Purchase Requisitions, Service Agreements and Change Orders | Other depts. not mentioned in row 1 above | Purchasing | Lynne O’Brien, Purchasing Supervisor | 5340

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
3 | Budget Transfers (other than those who can key their own) | All other departments not mentioned in row 1 above | Budget Services | Nicole Perrine (ES Support)  
Dalma Gomez (MS Support)  
Noreen Snyder (HS Support) | 7237  
7237  
7237

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
4 | Cal cards, Mileage reimbursement forms, Requests for Direct Payments, Revolving Fund Checks, Travel Advances, Travel/conference reimbursements | All other departments not mentioned in row 1 above | Accounting Services | Cal cards- K.Cleveland –1/2 Schls & Instr.  
M. Tipton- 1/2 Schools & Instruction  
Bally Joluh-Food Services, ECE, M & O  
Nicole Betts-Business Services  
Mileage-Lori Ogden  
Direct Payments-Nicole Betts (A-C)  
Bally Joluh – (D-K)  
Kimberly Cleveland (L-Sa)  
Michelle Tipton (Sb-Z)  
Travel Advances Checks- A. Ellaiboudi  
Travel/Conf Reimb-Lori Ogden | 7614  
7258  
7948  
7615  
7264  
7615  
7948  
7258  
7260  
7260

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
5 | All ECE, Facilities (includes F & E, Fund 23) & Food Service documents | ECE  
Facilities (M & O)  
Facilities (F & E)  
Food Services  
OSLA | ECE-Tech II  
Facilities-Tech II  
Facilities – Cherie  
Food Services-Tech II  
OSLA - Tech II | Chris Peden  
Diane Schneider  
Tracey Anderson  
Cherie Chenoweth  
Megha Lalwani  
Tia Taylor | 5940  
5941  
8676  
8629  
7790  
7203

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
6 | Deposit Slip & whiz | All departments | Accounting Services | Amani Ellaiboudi | 7260

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
7 | Approved Petty cash | All departments | Accounting Services | Amani Ellaiboudi | 7260

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
8 | Approved Invoices | All departments | Accounts Payable | Nicole Betts (A-C)  
Amani Ellaiboudi (D-K)  
Kimberly Cleveland (L-Sa)  
Michelle Tipton (Sb-Z) | 7615  
7948  
7614  
7258

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
9 | Approved expenditure Transfers | All departments | Accounting Services | Dorothy Mayfield | 7259

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
10 | Travel/conference forms (request) | All departments | Department Director | Department Dir (approving official) | 5790

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
11 | CAL CARDS to be approved | All departments | Department Director | Department Dir (approving official) | 7242

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
12 | Copier Maintenance agreements | All departments | M & O | Charmayne Monday | 7251  
7193  
7171

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
13 | RFPs & SAADs | All departments | Human Resources | Classified: Peggy Summey  
Certificated: Sandra Sanders  
Management: Deb Cullifer | 5725  
7171

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
14 | District Initiated Authorized Absences | All departments | Sub Services | Guylletta Eves | 7242  
7478

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
15 | Time Cards-Classified Substitutes | All departments | Human Resources | Kristine Hargrave | 7202

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
16 | Time Cards-SES & Parent Liaison & Title 1 stipends | All departments | Student Learning Assistance | Rosemary Rebin | 7202

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
17 | Time Cards-Adult Education/College & Career | All departments | Adult Ed/College & Career | Nancy Zavoda | 7163

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
18 | Time Cards-Special Education | All departments | Kenneth Ave-Special Ed | Kathy Olice | 7953

---

### Fiscal Paperwork | Departments | Submit to: | Name | Phone
--- | --- | --- | --- | ---
19 | Time Cards-All others | All departments | Payroll Department | Front Desk | 8038

---

## Questions regarding Accounting Svs., please call Charlene Rodriguez, 971-7608. Questions regarding Budget Svs., please call Pattie Colvin, 971-7266

---

W:\BUDGET\Procedures\Processing Fiscal Paperwork\Processing Fiscal Paperwork Revised 1-27-16