

Treasurer's Office Newsletter

Heather Darnold, Treasurer
hdarnold@fredschools.com
Mon-Fri 8:00 am to 4:00 pm
740-694-2956 ext 4100

Dawn Campbell, Assistant Treasurer
dcoleman@fredschools.com
Mon-Fri 9:00 am to 3:00 pm
740-694-2956 ext 4110

Lynnea Clevenger, Fiscal Support
lclevenger@fredschools.com
Mon-Fri 8:00 am to 12:00 pm
740-694-2956 ext 4120



Board Meetings

March 12

Board Meeting, 6:00 pm

April 9

Board Meeting, 6:00 pm

May 14

Board Meeting, 6:00 pm



Is it spring yet?

W2's

W2's are available on line through the Employee Resource Center (ERC). You can also view previous year's W2's.

Purchase Order Cut-Off Date

As we have done in the past, there will be a purchase order cutoff date for the 2018-2019 school year. No requisition will be accepted after 4 pm on April 19, 2019. Please plan ahead and have your requisitions in by this deadline.

Requisition Error Message

You may have noticed when you enter a requisition an error message appears. If you see this error, it means you do not have the funds to cover this expense and the message will give you the amount the account number is short. You may contact me and request a budget revision. If the funds are available from another account, I may be able to do the budget revision. You will still be able to "finish" the requisition BUT it still stay a requisition and will not be converted to a purchase order.

Name change, address, marital status, birth of child

Please remember to update your personal information on the Employee Resource Center (ERC). You are able to view all of your personal information on the ERC and make changes accordingly.

If you have a name change due to marriage and/or divorce, please submit a copy of your new social security card to the Treasurer's Office within 30 days in order for us to legally change your name.

To add a new child to your insurance policy you must fill out the insurance change form, submit a copy of the birth certificate and social security card within 30 days of the birth. If you miss the 30 day deadline, the coverage will not be effective until the open enrollment period.

Google Forms

The following forms are now available through google forms.

- Purpose and Budget for Activities
- Fundraiser Request Form
- Close Out for student activities
- Budget Revision
- ASN Listing

Meal and mileage reimbursement

Receipts for meals and mileage: meal receipts must be a detailed receipt showing date, restaurant name, items purchased, amount, etc. The Treasurer's Office cannot reimburse for tax or tip. If you choose to have an adult beverage, please ask your server to provide a separate slip for your drinks. Adult beverages cannot be present on the slip. When you submit your mileage reimbursement, please attach a copy of Map Quest or Google maps. We reimburse for the shortest distance, being from your home to the event or school to event.

Purchasing Cards

FLSD provides several purchasing cards for the District BUT we do not have a school credit card. Please contact Lynnea when you are ready to sign out a purchasing card. The purchasing card and the original receipt must be returned the same day or next morning. Please remember a purchase order must be in place before using the purchasing cards.

1. The Purchasing Card Program is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. The card is for business-related purchases only; personal charges are not to be made to the card.
3. You are the only person entitled to use the card and are responsible for all charges made against the card.

4. Improper use of the card can be considered misappropriation of district funds which may result in disciplinary action.
5. All charges are billed directly to and paid directly by the district. Any personal charges on the card could be considered misappropriation of district funds since the employee cannot pay the vendor directly.
6. Employees are expected to comply with internal control procedures in order to protect the districts assets. This includes keeping receipts, reconciling purchases to purchase orders and following proper credit security measures.
7. Employees are responsible for reconciling their purchases against their purchase orders and resolving any discrepancies by contacting the vendor first.
8. Purchase orders are tied to the account number assigned by the employee. If purchases do not fall within the proper account number, the number can only be changed by the Treasurer's Office.

Purpose and Budget Forms (Student activity budgets)

Please remember that all Purpose and Budget forms are due to the Treasurer's Office by April 19th. The close out form will be sent prior for your approval and reconciliation.

