

Accounting

ESC auto attendant phone # 682-5171 Accounting fax # 682-6187

email **INVOICES** to ap@ccsd.k12.wy.us

Manager - Rhea Betts, direct 687-4523

email rbetts@ccsd.k12.wy.us

Technician Assignments

<p style="text-align: center;">Andrea Bishop Socey direct 687-4527 email: abishopsocey@ccsd.k12.wy.us</p> <p style="text-align: center;">A - C Vendors</p> <p style="text-align: center;">Reconcile & Sweeps for Fines & Fees Deposits and Merchant Card</p> <p style="text-align: center;">Student Activity Deposits Fuel Tax Reimbursements</p>	<p style="text-align: center;">Joanne Bruski - Engebretson direct 687-4524 email: jbruski@ccsd.k12.wy.us</p> <p style="text-align: center;">D - Q Vendors</p> <p style="text-align: center;">Combined Funds Deposits Major Maintenance Deposits</p> <p style="text-align: center;">Auction Site Balance/Deposits COOP Acct Balance/Deposits</p>	<p style="text-align: center;">Kathy Turman direct 687-4526 kturman@ccsd.k12.wy.us</p> <p style="text-align: center;">R - Z Vendors</p> <p style="text-align: center;">Nutrition Services Deposits</p> <p style="text-align: center;">Officials Checking Accts</p> <p style="text-align: center;">CC C Public Rec District</p>
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Board Check run Schedule

The School Board meets every 2nd and 4th Tuesday of the Month.

<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>
			<p>Last Day to Enter PO's for Board Payment. (before 4pm, w/o budget problems & w/ bldg level approval)</p> <p>Send <i>all invoices</i> and backup to the assigned Accounting Tech through today's school mail.</p>	<p><u>Purchasing</u></p> <p>Purchase Requisition Finance/Purchasing Approvals</p> <p>Purchase Orders Printed</p>
<p><u>Accounting</u> Purchase Orders * Match up * Invoice Entry / Approval * Batch Vouchering / Posting</p>			<p><i>Check Printing & Board packets emailed</i></p>	
	<p><i>Board Meeting</i></p>	<p><i>Checks Released</i></p>		

FY2025 Board and PO Entry Time Lines

PO entry deadline w/ backup in bkpg	Board date w/check release following day
Thursday, July 11, 2024	Wednesday, July 17, 2024
Thursday, July 25, 2024	Release Thursday, July 25, 2024
Thursday, August 8, 2024	Release Tuesday, August 13, 2024
Thursday, August 22, 2024	Tuesday, August 27, 2024
Thursday, September 5, 2024	Tuesday, September 10, 2024
Thursday, September 19, 2024	Tuesday, September 24, 2024
Thursday, October 3, 2024	Tuesday, October 8, 2024
Thursday, October 17, 2024	Tuesday, October 22, 2024
Thursday, November 7, 2024	Tuesday, November 12, 2024
Thursday, November 21, 2024	Release Tuesday, November 26, 2024
Thursday, December 5, 2024	Tuesday, December 10, 2024
Thursday, December 19, 2024	Release Thursday, December 19, 2024
Thursday, January 9, 2025	Tuesday, January 14, 2025
Thursday, January 23, 2025	Tuesday, January 28, 2025
Thursday, February 6, 2025	Tuesday, February 11, 2025
Thursday, February 20, 2025	Tuesday, February 25, 2025
Thursday, March 6, 2025	Tuesday, March 11, 2025
Thursday, March 20, 2025	Tuesday, March 25, 2025
Thursday, April 3, 2025	Tuesday, April 8, 2025
Thursday, April 17, 2025	Tuesday, April 22, 2025
Thursday, May 8, 2025	Tuesday, May 13, 2025
Thursday, May 22, 2025	Tuesday, May 27, 2025
Thursday, June 5, 2025	Tuesday, June 10, 2024
Thursday, June 19, 2025	Release Thursday, June 19, 2025

Work with the Accounting Technicians for Vendor Payments from June 20 - 30, 2025.