

Accounting

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

Manager - **Rhea Betts**, direct 687-4523

email rbetts@ccsd.k12.wy.us

Technician Assignments

Andrea Bishop Socey direct 687-4527 email: abishopsocey@ccsd.k12.wy.us A - C Vendors Reconcile & Sweeps for Fines & Fees Deposits and Merchant Card Student Activity Deposits Fuel Tax Reimbursements	Joanne Bruski - Engebretson direct 687-4524 email: jbruski@ccsd.k12.wy.us D - Q Vendors Combined Funds Deposits Major Maintenance Deposits Auction Site Balance/Deposits COOP Acct Balance/Deposits Short Term Change Funds	Kathy Turman direct 687-4526 email: kturman@ccsd.k12.wy.us R - Z Vendors Nutrition Services Deposits Officials Checking Accts CC C Public Rec District
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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>
			Last Day to Enter PO's for Board Payment. (before 4pm, w/o budget problems & w/ bldg level approval) Send <u><i>all invoices</i></u> and backup to ap@ccsd.k12.wy.us	<u>Purchasing</u> Purchase Requisition Finance/Purchasing Approvals Purchase Orders Printed
<u>Accounting</u> Purchase Orders * Match up * Invoice Entry / Approval * Batch Vouchering / Posting			<i>Check Printing & Board packets emailed</i>	
	<i>Board Meeting</i>	<i>Checks Released</i>		

FY2027 Board and PO Entry Time Lines

PO entry deadline w/ backup in bkpg	Board date w/check release following day
Thursday, July 2, 2026	Wednesday, July 15, 2026
Thursday, July 16, 2026	Release Tuesday, July 28, 2026
Thursday, July 30, 2026	Release Tuesday, August 11, 2026
Thursday, August 13, 2026	Tuesday, August 25, 2026
Thursday, August 27, 2026	Tuesday, September 8, 2026
Thursday, September 10, 2026	Tuesday, September 22, 2026
Thursday, October 1, 2026	Tuesday, October 13, 2026
Thursday, October 15, 2026	Tuesday, October 27, 2026
Thursday, October 29, 2026	Tuesday, November 10, 2026
Thursday, November 12, 2026	Release Tuesday, November 24, 2026
Wednesday, November 25, 2026	Tuesday, December 8, 2026
Thursday, December 10, 2026	Release Tuesday, December 22, 2026
Wednesday, December 30, 2026	Tuesday, January 12, 2027
Thursday, January 14, 2027	Tuesday, January 26, 2027
Thursday, January 28, 2027	Tuesday, February 9, 2027
Thursday, February 11, 2027	Tuesday, February 23, 2027
Thursday, February 25, 2027	Tuesday, March 9, 2027
Thursday, March 11, 2027	Thursday, March 18, 2027
Thursday, April 1, 2027	Tuesday, April 13, 2027
Thursday, April 15, 2027	Tuesday, April 27, 2027
Thursday, April 29, 2027	Tuesday, May 11, 2027
Thursday, May 13, 2027	Tuesday, May 25, 2027
Thursday, May 27, 2027	Tuesday, June 8, 2027
Thursday, June 10, 2027	Release Thursday, June 22, 2027

Work with the Accounting Technicians for Vendor Payments from June 23 - 30, 2027.