

BCS Finance Department

"Who Gets What"



DOCUMENTATION:	SEND TO:
Budget Transfer	Danielle Barker
Contracted Services (Payment Request)	Michelle Mason
Deposits	Danielle Barker
Direct Deposit Forms (Employee)	☞Sheila Achziger (WES, CP, JSS, NHS, WHS) ☞Leigh Bond (CS, BA, ECHS, CM, NES, PSJ, SHS)
Employee Injury Report (Email/Fax Only)	Kerry Holmes
Facility Rental	Danielle Barker
FMLA (Family Medical Leave Act)	Mary Godley
Fundraiser Request, Daily Collection, Summary	Danielle Barker
Invoices/Statements	☞Kerry Holmes (BA, CPS, NES, PSJ) ☞Michelle Mason (CS, WES, ECHS, CMS, JSS, NHS, SHS, WHS)
Mileage/Travel Reimbursement (Paid by Director)	Funding Director (Federal, CTE, EC, etc.)
Mileage/Travel Reimbursement (Regular)	Michelle Mason
NC4/W4 (New employee/change)	☞Sheila Achziger (WES, CP, JSS, NHS, WHS) ☞Leigh Bond (CS, BA, ECHS, CM, NES, PSJ, SHS)
Prior Approval (Paid by Finance)	Danielle Barker
Purchase Orders (Pink copy - when items received)	☞Kerry Holmes (BA, CPS, NES, PSJ) ☞Michelle Mason (CS, WES, ECHS, CMS, JSS, NHS, SHS, WHS)
Requisitions (To key for purchase)	Danielle Barker
Returned Checks	Danielle Barker
Student Injury Report (Email/Fax Only)	Kerry Holmes
Textbook Request	Tonya Corprew
Voluntary Shared Leave	Mary Godley
Workshop Activity	Danielle Barker