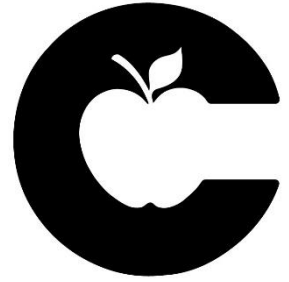




# FINANCE MANUAL

Introduction

# Elected Officials



## **Board of Trustees**

Mr. Skeeter Hubert – President

Mrs. Theresa Wagaman – First Vice President

Mrs. Stacey Chase – Second Vice President

Mr. Datren Williams – Secretary

Mrs. Melissa Dungan – Assistant Secretary

Mrs. Tiffany Baumann Nelson – Trustee

Mrs. Misty Odenweller – Trustee

## **Appointed Officials**

Dr. Curtis Null - Superintendent

Dr. Bethany Medford – Deputy Superintendent

Mr. Darrin Rice – Chief Financial Officer

Ms. Carrie Galatas – General Counsel

Dr. Christopher Povich – Assistant Superintendent for High Schools

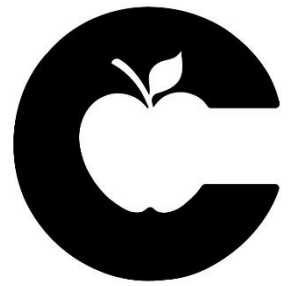
Dr. Jeffrey Stichler – Assistant Superintendent for Middle Schools

Dr. Shellie Winkler – Assistant Superintendent for Elementary Schools

Dr. Hedith Saucedo-Upshaw – Assistant Superintendent for Teaching & Learning

Dr. Tamika Taylor – Assistant Superintendent of Student Support Services

Mr. Chris McCord – Assistant Superintendent of Operations



## Preface

This manual provides guidelines and procedures for budgeting and expending District funds. It is a compilation of State and Federal laws and local policies and procedures that are to be used for processing all financial and budget related items.

The manual was prepared using input from the Texas Education Agency, Finance Office staff, and other District personnel. Although it is not all-inclusive and cannot address all situations, the manual does provide general information to assist with normal, everyday financial transactions. Any and all District personnel with financial duties are responsible for the contents.

# Finance Office Phone List

## **Finance**

Darrin Rice	Chief Financial Officer	936-709-7777
Karen Garza	Director of Finance	936-709-7802
Janith Stowers	Business & Accounting Manager	936-709-7799
Cyndi Westrup	Business & Accounting Manager	936-709-7810
Rachael Batalla	Senior Accountant	936-709-7869
Desiree Smith	Senior Accountant	936-709-7713
Blair Delahoussaye	Activity Funds Accountant	936-709-7874
Laura Keuchel	Secretary/CFO	936-709-7788

## **Payroll**

Rachel Jimenez	Director of Payroll	936-709-7716
Mary Head	Assistant Director of Payroll	936-709-7781
Ryah Clary	Benefits Accountant	936-709-7726
Chelsea Alis	Coordinator of Payroll	936-709-7792
Rose Nelson	Coordinator of Payroll	936-709-7725
Samantha Smothers	Payroll Analyst	936-709-8016
Gina Diamond	Assistant Coordinator of Payroll	936-709-7723
Ladonna Walker	Assistant Coordinator of Payroll	936-709-7721
Rosa Contello	Senior Payroll Specialist	936-709-7876
Angela Wilkinson	Senior Payroll Specialist	936-709-7721
Elizabeth Arriaga	Senior Payroll Specialist	936-709-8015
Nancy Ventura	Senior Payroll Specialist	936-709-7734
Linda Evans	Payroll Specialist	936-709-7719

## **Accounts Payable**

Shelly Cartwright	Coordinator of Accounts Payable	936-709-7797
Terri Curtis	Accounts Payable Clerk	936-709-7711
Patricia Morais	Accounts Payable Clerk	936-709-7706
Kim Rader	Accounts Payable Clerk	936-709-7718
Yarenis Lebron	Accounts Payable Clerk	936-709-7803
Hannah Robertson	Accounts Payable Clerk	936-709-8017
Amber McIntyre	Accounts Payable Clerk	936-709-7738
Morgan Lee	Accounts Payable Clerk	936-709-7720

## **Procurement Services**

Rick Reeves	Director of Procurement & Business Services	936-709-7798
Ryan Titzman	Assistant Director of Procurement	936-709-7790
Katy LaBorde	Buyer	936-709-7748
Stephanie Hendershot	Buyer	936-709-7809
Emily Deska	Buyer	936-709-7247
Grace Lopez	Buyer	936-709-7650
Laura Davidson	Procurement Clerk	936-709-7868
Trice Clark	Travel Coordinator	936-709-7750
LaTressa Davis	Travel Specialist	936-709-7712
Ellie Bergeron	Warehouse Supervisor	936-709-7780

# Finance Manual Table of Contents

Finance and Budgeting.....	Section I
Accounts Payable.....	Section II
Payroll.....	Section III
Procurement Services.....	Section IV
Travel.....	Section V