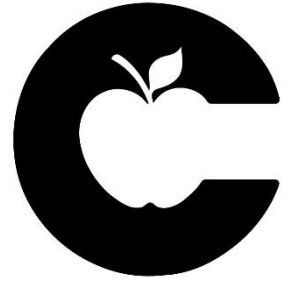




FINANCE MANUAL

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

Mrs. Karen Garza – Chief Financial Officer

Ms. Carrie Galatas – General Counsel

Dr. Christopher Povich – Assistant Superintendent for High Schools

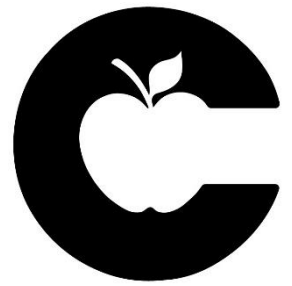
Dr. Jeffrey Stichler – Assistant Superintendent for Middle Schools

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

Karen Garza	Chief Financial Officer	936-709-7802
Cyndi Westrup	Director of Finance	936-709-7810
Janith Stowers	Assistant Director of Budget & Treasury	936-709-7799
Desiree Smith	Assistant Director of Accounting	936-709-7713
Rachael Batalla	Senior Accountant	936-709-7869
Blair Delahoussaye	Staff Accountant	936-709-7713
Candice Armstrong	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

Angela Foret	Coordinator of Accounts Payable	936-709-7797
Terri Curtis	Accounts Payable Clerk	936-709-7711
Dain Barron	Accounts Payable Clerk	936-709-7706
Kim Rader	Accounts Payable Clerk	936-709-7718
Yarenis Lebron	Accounts Payable Clerk	936-709-7803
Mary Lignieres	Accounts Payable Clerk	936-709-8017
Michelle Bridges	Accounts Payable Clerk	936-709-7738
Morgan Cruthirds	Accounts Payable Clerk	936-709-7720

Purchasing

Brian Broussard	Director of Purchasing	936-709-7798
Katy LaBorde	Assistance Director of Purchasing	936-709-7748
Michelle Pike	Travel Coordinator	936-709-7750
Ellie Bergeron	Warehouse Supervisor	936-709-7780
Emily Deska	Buyer	936-709-7247
Jennifer Walker	Buyer	936-709-7809
Debbie Elmore	Buyer	936-709-7650
Adam Czyzewicz	Buyer	936-709-7722
Latressa Davis	Travel Specialist	936-709-7712
Laura Davidson	Purchasing Clerk	936-709-7868
Roxanne Wheless	Purchasing Clerk	936-709-7705

Finance Manual Table of Contents

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