

Intradistrict Communication

Date: September 26, 2019
To: Principals and Administrative Assistants
From: John Larsen, Business Administrator
Subject: **Classroom Supplies Appropriation - Payments and Reports**

Information Systems completed the ACH payments to the licensed employees that qualify for legislative supply funds. The following documents are attached to this memo (**please keep these documents for reference throughout the year**):

- Skyward report specific to your school that lists the employee' names and the amount of money each received
- Current FTE report

Information Systems personnel let us know that there were approximately 17 employees that qualify for legislative supply funds whose bank account information had not been entered into Skyward at the time the payments were initiated. A check will be mailed to the home address for each of these employees. If any questions arise, you can identify who these individuals are by looking in the column titled: Chk# / Rec #. A six-digit check number will be listed rather than a nine-digit record number.

As a reminder, administrative assistants are asked to do the following:

- 1) Provide each teacher with a tracking envelope at the beginning of the year.
 - Envelopes were sent to administrative assistants in August. If additional envelopes are needed, please contact Jeri.
- 2) Collect the envelopes by May 1 of each year.
 - If an employee leaves mid-year, the envelope should be turned in before they leave in the event a payroll deduction is needed.
- 3) Keep a record of teachers who have principal-approved carry-over amounts.
 - Any carry-over amount should be written on the current year envelope.
- 4) Prepare a list for submission to the Payroll Department by May 15 of those teachers who have unused funds remaining that require a payroll deduction to reimburse the District.

As always, if you have questions about legislative supply funds, please contact my assistant, Jeri Clayton, at 801-567-8120 or via email: jeri.clayton@jordandistrict.org. Thank you for your assistance with the legislative supply money.

jl/jc

cc: JAM

Enc: Skyward reports

cc: Anthony Godfrey, Superintendent
Mike Anderson, Associate Superintendent
Cody Curtis, Administrator of Schools
Laura Finlinson, Administrator of Schools
Becky Gerber, Administrator of Schools
June LeMaster, Administrator of Human Resources
Lisa Robinson, Administrator of Schools

Brad Sorensen, Administrator of Schools
Doree Strauss, Administrator of Schools
Dan Ellis, Director of Accounting
Derek Anderson, Director of Accounting
Mike Heaps, Director, Information Systems
Sarah Palmer, Director, Payroll
Vicki Olsen, President, JEA