

MANSFIELD ISD

BUSINESS SERVICES

Accounting

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Accounts Payable accountspayable@misdmail.org

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Benefits benefits@misdmail.org **96356**

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Denise Miller	Director of Payroll and Benefits	denisemiller@misdmail.org	96333

Budget

Natasha Whetstone	Director of Budgeting	natashawhetstone@misdmail.org	96388
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Business Services

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Distribution

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Purchasing **96090**

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PEIMS

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IF YOU NEED HELP WITH:

CONTACT

Activity Fund	Activity Fund Accountant
Budget Amendments/Transfers	Budget Director
Budget Codes other than 461	Budget Director, cc Secretary
Budget Codes - 461	Activity Fund Accountant
Deposit Pickup	Police Department
Donations (intent to accept form)	Secretary
Field Trip Payments	AP/Patrick Contreras
FMLA/Medical Leave	Benefits
Grants	Special Revenue Accountant
Insurance: Medical, Dental, etc.	Benefits
Journal Entries	Accounting Assistant
Ordering Materials / Furniture	Buyer/Kristi Russell
Ordering Technology	Buyer/Cody Cannon
PayK-12 (credit card merchant)	Accounting Assistant
Payments to departments	Accounting Assistant
Purchase Order Changes	Complete Online Form
Receiving Purchases in Skyward	Accounts Payable Lead
Sales Tax	Activity Fund Accountant
Sick Bank	Benefits
Skyward access for Finance	Budget Director
Skyward Reports	Activity Fund Accountant
Travel - hotels, reimbursements	AP/Patrick Contreras
Travel - Meal Money	AP/Beth Kirsch
Vendor Invoices - Amazon, Construction, Cr. Cards, Utilities	AP/Patsy Fellers
Vendor Invoices - G-P, Ext Play, Entry Fees, iPad Refund, Meal \$	AP/Beth Kirsch
Vendor Invoices – A-F, Q-Z, Field Trips, Hotel Checks, Scholarships, Game Workers	AP/Patrick Contreras
Vendor Set-up	Purchasing Assistant

WHO DO I SEND IT TO

Activity Account Documentation	Activity Fund Accountant
Budget Amendment - Paper form	Budget Director
Check Request Backup	Accounts Payable
Grant Package - after SIGNED by Assoc.	Secretary
Invoices	Accounts Payable
PDSA	Secretary
Refund from activity & sunshine	Activity Fund Accountant
Refund from general fund	Special Revenue Accountant
Timesheets	Payroll Department

Travel Documentation	Patrick Contreras
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WHERE DO I FIND THE MATERIALS / FORMS

Business Forms & Documents	Business Services Web Page
Coding Charts	Secretary
Deposit Bags	Secretary
Receipt Books	Secretary
Student Tally Sheets	Secretary

6/7/2021