

2022-2023 MANSFIELD ISD BUSINESS SERVICES DEPARTMENT END OF YEAR CHECKOUT

Accounting	Completed
5749/6340 Reports	
Vault Cleared as of Last Contract Date	
Travel Reimbursements Submitted	
Transportation, Postage for May/Custodial Invoices	
Fund 461/865 Summary Report Showing Positive Accounts	
Fund 199 Positive Overall as of 6/10/23	
Lost Textbook Invoices (ES & IS only)	
Fundraiser Recaps Complete	
PayK12 Over the Summer	
Refunds (run 461/865 R Accounts)	

Accounts Payable	Completed
Clear Open Purchase Order Receiving Report (PO's)	
Clear Open Purchase Order Receiving Report (CR's)	
Payroll	
All Extra Duty Timesheets Submitted	
All Paraprofessional Timesheets Submitted in Skyward	
Final Close	
Employee Verification Report Submitted	
Received Final Email	

Laurenda Sanguinetti will complete the Final Email Box
A completed copy will be sent to you for your records

- For ACCOUNTING assistance please contact Chelcie Howley @ 96307
- For ACCOUNTS PAYABLE assistance please contact your assigned EOY CLOSEOUT contact person (see calendar invite for assigned contact person)
- For PAYROLL assistance please email PAYROLL@MISDMAIL.ORG
- For FINAL CLOSE assistance please contact Laurenda Sanguinetti @ 96304

Please send the completed form to Laurenda Sanguinetti

Once all items have been verified, you will receive your "ALL CLEAR" email

REMINDER: ALL items are to be completed and verified prior to your campus departure

If your campus has not been cleared and the secretary/bookkeeper leaves,
the Principal shall be responsible for completing each task