2022-2023 FINANCE TRAINING CALENDAR

- **AUGUST 12, 2022 @ MISD PAC**
  - FULL DAY (8:00 AM – 4:30 PM)
  - ACTIVITY ACCOUNT TRAINING – IN DEPTH (CHELCIE AND LAURENDA)
  - FOR BOOKKEEPERS, SECRETARIES, AND SPONSORS

- **SEPTEMBER 20, 2022 @ MISD PAC**
  - AM AND PM SESSIONS – OPEN TO ALL SECRETARIES AND BOOKKEEPERS
  - SKYWARD REPORT TRAINING (CHELCIE AND LAURENDA)
  - LAB C

- **SEPTEMBER 28, 2022 @ MISD PAC**
  - AM AND PM SESSIONS – OPEN TO ALL SECRETARIES AND BOOKKEEPERS
  - ADOBE PRO TRAINING (CHELCIE AND LAURENDA)
  - LAB C
2022-2023 FINANCE TRAINING CALENDAR

• OCTOBER 27, 2022 @ ADMIN/GREAT ROOM
  • AM SESSION = (9 AM-12 PM) ELEMENTARY, INTERMEDIATE, AND MIDDLE SCHOOL SECRETARIES
  • PM SESSION (1 PM-3 PM) = HIGH SCHOOL AND DEPARTMENT SECRETARIES AND BOOKKEEPERS
  • FINANCE ROUND TABLE #1 – *SOFT CLOSE/PREPARING FOR NEW YEAR*
  • MISD GREAT ROOM

• JANUARY 11, 2023 @ MISD PAC
  • AM AND PM SESSIONS – OPEN TO ALL SECRETARIES AND BOOKKEEPERS
  • BUDGET TRAINING (NATASHA AND LAURENDA)
  • LAB C
2022-2023 Finance Training Calendar

- **February 1, 2023 @ MISD PAC**
  - AM and PM Sessions – Open to all Secretaries and Bookkeepers
  - Budget Open House (Natasha and Lauren)
  - Lab C

- **February 16, 2023 @ Admin/Great Room**
  - AM Session = (9 AM-12 PM) Elementary, Intermediate, and Middle School Secretaries
  - PM Session (1 PM-3 PM) = High School and Department Secretaries and Bookkeepers
  - Finance Round Table #2 – Changes and Updates/Important Dates to Remember
  - MISD Great Room
2022-2023 FINANCE TRAINING CALENDAR

• **APRIL 13, 2023 @ ADMIN/GREAT ROOM**
  - AM SESSION = (9 AM-12 PM) ELEMENTARY, INTERMEDIATE, AND MIDDLE SCHOOL SECRETARIES
  - PM SESSION (1 PM-3 PM) = HIGH SCHOOL AND DEPARTMENT SECRETARIES AND BOOKKEEPERS
  - FINANCE ROUND TABLE #3 – **END OF YEAR CHECK OUT/IMPORTANT DATES TO REMEMBER**
  - MISD GREAT ROOM

• **REMINDER EMAILS – APRIL AND MAY**
  - END OF YEAR CLOSE
  - IMPORTANT DATES TO REMEMBER
  - DEADLINES
  - **ALL CLEAR** – YOU MUST RECEIVE AN **“ALL CLEAR”** EMAIL PRIOR TO YOUR LAST DAY ON CAMPUS
2022-2023 IMPORTANT DATES AND DEADLINES

AMAZON CUT-OFF DATES:

- THANKSGIVING HOLIDAY CUTOFF – FRIDAY, 11/11
- WINTER HOLIDAY CUTOFF – FRIDAY, 12/2 (JUST 1 WEEK AFTER WE RETURN FROM THANKSGIVING BREAK)
- SPRING BREAK CUTOFF – FRIDAY, 3/3
- END OF YEAR CUTOFF – 4/21

SOFT CLOSE CUT OFF DATES AND DEADLINES:

- DECEMBER 9, 2022 – PO CUT OFF/LAST DAY TO SUBMIT REQUISITION REQUESTS UNTIL JANUARY 2023
- DECEMBER 14, 2022 – LAST DAY TO RECEIVE ON PURCHASE ORDERS AND SUBMIT INVOICES FOR FALL PO’S
2022-2023 IMPORTANT DATES AND DEADLINES

FEDERAL FUNDS CUT OFF DATES:
• NOVEMBER 4, 2022 – LIBRARY AND TECHNOLOGY CUT OFF DATE
• MARCH 2, 2023 – PO CUT OFF DATE

SPECIAL SERVICES CUT OFF DATES:
• MARCH 10, 2023 – CUT OFF/LAST DAY TO SUBMIT SPECIAL SERVICES REQUESTS

TECHNOLOGY PURCHASE CUT OFF DATES:
• DECEMBER 16, 2022 – PO CUT OFF/LAST DAY TO SUBMIT TECHNOLOGY REQUISITION REQUESTS DISTRICT WIDE
  ➢ INDIVIDUAL APPROVAL MAY BE GRANTED TO ORDER TECHNOLOGY EQUIPMENT IN THE SPRING
  ➢ YOU WILL NEED TO CONTACT CODY CANNON FOR APPROVAL PRIOR TO ENTERING A REQUEST
  ➢ IF THE PRODUCT DOES NOT ARRIVE PRIOR TO YEAR END CLOSE, THE PO WILL NEED TO BE CLOSED AND RESUBMITTED USING 2023-2024 FUNDS
2022-2023 IMPORTANT DATES AND DEADLINES

2022-2023 END OF YEAR CLOSE DATES AND DEADLINES:

• MARCH 31 – PO CUT OFF/LAST DAY TO SUBMIT REQUISITION REQUESTS FOR ELEMENTARY AND INTERMEDIATE SCHOOLS
• APRIL 21 – PO CUT OFF/LAST DAY TO SUBMIT REQUISITION REQUESTS FOR MIDDLE SCHOOLS, HIGH SCHOOLS, AND DEPARTMENTS
• MAY 8-12 – CLOSE OUT MEETINGS FOR ELEMENTARY AND INTERMEDIATE SCHOOLS
• MAY 15-19 – CLOSE OUT MEETINGS FOR MIDDLE SCHOOL AND HIGH SCHOOLS
• MAY 24 – LAST DAY TO RECEIVE ON PO’S AND SUBMIT INVOICES FOR ELEMENTARY AND INTERMEDIATE SCHOOLS
• JUNE 5-8 – CLOSE OUT MEETINGS FOR DEPARTMENTS
• JUNE 26 – LAST DAY TO RECEIVE ON PO’S AND SUBMIT INVOICES FOR MIDDLE SCHOOLS, HIGH SCHOOLS, AND DEPARTMENTS
• JUNE 30 – TRAVEL REIMBURSEMENT DEADLINE DISTRICT WIDE/SUBMIT TRAVEL AS SOON AS POSSIBLE ACCORDING TO MISD TRAVEL GUIDELINES
2022-2023 UPDATED FORMS

- MANY FORMS HAVE BEEN UPDATED
- YOU MAY ACCESS ALL FORMS USING THE MISD BUSINESS OFFICE WEBPAGE
- RECENT CHANGES
  - CONTRACT AGREEMENTS
  - PDSA FORM
  - TRAVEL FORMS
- MILEAGE RATE BEGINNING JULY 1, 2022
  - 62.5 CENTS PER MILE
- PER DIEM TRAVEL RATES BEGINNING JULY 1, 2022
  - STUDENTS AND STAFF ARE THE SAME
  - EMPLOYEES - BREAKFAST = $13, LUNCH = $15, DINNER = $26
  - STUDENTS – BREAKFAST = $13, LUNCH = $15, DINNER = $26
  - OVERNIGHT = $54 (100%)
  - FIRST AND LAST DAY OF TRAVEL = $40.50 (75%)

*ALL UPDATED FORMS HAVE BEEN UPLOADED TO THE MISD BUSINESS OFFICE WEBPAGE*
# Device Plan for Families & Optional Protection Program Entry Charge

<table>
<thead>
<tr>
<th>2022-2023 Mansfield ISD Optional Device Protection Program Entry Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHROMEBOOK:</strong> Grades 3-12 (All Campuses)</td>
</tr>
<tr>
<td><strong>LAPTOPS:</strong> Martinez, McKinsey, Jerry Knight STEM, Frontier, Early College HS</td>
</tr>
</tbody>
</table>

| Optional Program Entry Charge | $20.00 | | Optional Program Entry Fee | $50.00 |
|-------------------------------|--------|-----------------------------|--------|
| 1st Incident                  | No Charge | 1st Incident Fee            | No Charge |
| 2nd Incident                  | $60.00 | 2nd Incident Fee            | $75.00  |
| 3rd Incident                  | $140.00 | 3rd Incident Fee            | $175.00 |
| Stolen (Police Report Required)| $0.00 |
| Intentional Damage/Lost       | $325.00 | Intentional Damage/Lost     | $800-$1,645 (depends on device model issued) |

**Payment:** Once Enrollment and Registration have been approved by the district, the Optional Device Protection Program Entry Charge will be applied to your child's account via Skyward (Pay K12).
MISD BUSINESS OFFICE WEBPAGE

• YOU ARE ABLE TO ACCESS BUSINESS AND FINANCE OFFICE INFORMATION USING THE MISD WEBPAGE
  • BUSINESS SERVICES = HTTPS://WWW.MANSFIELDISD.ORG/DEPARTMENTS/BUSINESS-SERVICES
  • FORMS AND TRAINING = HTTPS://WWW.MANSFIELDISD.ORG/DEPARTMENTS/BUSINESS-SERVICES/FORMS-AND-TRAINING
  • CONTACT LIST = HTTPS://WWW.MANSFIELDISD.ORG/DEPARTMENTS/BUSINESS-SERVICES/OUR-STAFF
BUDGET

PRESENTED BY:

NATASHA WHETSTONE

BUDGET DIRECTOR
NEW BUDGET CODES

1. Email Laurenda Sanguinetti & Natasha Whetstone
   Email Example:
   Please build 199 E 13 6411 00 202 0 99 350 for our teachers to attend a training in Austin
2. Natasha replies to all stating “Approved to build”
3. Laurenda builds the code and replies to all “Code has been built”
   ▪ If you need an activity budget code built, please email Chelcie Howley
DO’S & DON’TS

- DO spend the most restrictive funds first! This allows the campus to have more purchasing flexibility
  - FEDERAL
  - DEPARTMENT (GT, ELL, Fine Arts)
  - CAMPUS BUDGET
- DO mark the deadlines to spend CAMPUS / DEPT money on your calendar / email
- DO sit down with your Principal and come up with a plan for the money
- DO set campus deadlines for sponsors/teachers
- DON’T wait until APRIL to spend money
- DON’T wait until MAY to spend money
- DON’T wait until the LAST month to spend money!!!!
The funds are meant to be spent on CURRENT year students
BUDGET TRANSFERS

- Transfers are approved daily in the afternoon (usually 2:00 – 3:00 pm)
- Please plan accordingly
- If a budget transfer is entered later in the afternoon, it will be approved the next day

- Make sure you select the correct fiscal year on the budget transfer screen (2022-2023)
- If transferring Federal Funds you must type “FEDERAL” at the beginning of your transfer description in order for the Federal Funds office to locate it for approval
BUDGET TRAINING

• HELD IN JANUARY EACH YEAR
• ALL NEW SECRETARIES/PRINCIPALS MUST ATTEND
• OPTIONAL FOR ALL OTHERS

TOPICS INCLUDE:

✓ CAMPUS/DEPARTMENT BUDGET ALLOCATION CALCULATIONS
✓ ACCOUNT CODES
✓ HOW TO DEVELOP AND ENTER YOUR ANNUAL BUDGET IN SKYWARD
✓ UPCOMING DEADLINES
✓ GENERAL BUDGET Q&A’S
ACCOUNTS PAYABLE

PRESENTED BY:

PATSY FELLERS
ACCOUNTS PAYABLE DEPARTMENT LEAD

KAREN FICHTE
ACCOUNTS PAYABLE SPECIALIST

BETH KIRSCH
ACCOUNTS PAYABLE SPECIALIST
THERE ARE A FEW WAYS TO LOOK UP INVOICES IN SKYWARD.

- PURCHASING ACTIVITY
- VENDOR PROFILE
LOOKING UP PAID INVOICES – PURCHASING ACTIVITY

IF YOU HAVE THE PO NUMBER: PURCHASING ACTIVITY IS THE BEST OPTION FOR LOOKING UP INVOICES.

- GO TO THE PURCHASING TAB
- CLICK ON PURCHASING ACTIVITY
- FIND YOUR PURCHASE ORDER – TYPE THE NUMBER IN THE BOTTOM RIGHT CORNER OR SCROLL TO FIND.
- HIGHLIGHT THE PO, CLICK ON “Expand All” & EXPAND ALL TO SEE ALL FIELDS.
LOOKING UP PAID INVOICES – PURCHASING ACTIVITY

➤ SCROLL DOWN TO “INVOICES” TO VIEW ANY PAYMENTS

➤ TO VIEW THE INVOICE, CLICK ON INVOICE NUMBER (INVOICE NUMBERS ARE LIVE LINKS TO VIEW THE ACTUAL INVOICE OR DOCUMENT IN A PDF FORMAT)

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Fiscal Year</th>
<th>Invoice Number</th>
<th>Net Amount</th>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/02/2022</td>
<td>2021-2022</td>
<td>378935</td>
<td>75.00</td>
<td>TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIAL, TASBO</td>
</tr>
<tr>
<td>04/25/2022</td>
<td>2021-2022</td>
<td>378984</td>
<td>225.00</td>
<td>TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIAL, TASBO</td>
</tr>
</tbody>
</table>

➤ CLICK ON ATTACH

![Attachment Panel]

[ finnsfield.independent.schooldistrict ]
LOOKING UP PAID INVOICES – PURCHASING ACTIVITY

CLICK ON VIEW ATTACHMENT

INVOICE STATUS:
• BATCH – INVOICE HAS BEEN ENTERED AND READY TO PAY. EITHER NEXT CHECK RUN OR NEXT CITIBANK STATEMENT.
• HISTORY – INVOICE HAS BEEN PAID. YOU WILL SEE CHECK DATE, CHECK NUMBER, ETC. IF THERE IS A DATE UNDER STATEMENT DATE, THEN THE CHECK HAS BEEN CASHED.
• PENDING RECV – INVOICE HAS BEEN ENTERED, ITEMS HAVE NOT BEEN DELIVERED AND/OR AWAITING RECEIVING RECORDS

NOTE** PURCHASING ACTIVITY –VS- MY PURCHASE ORDERS

PURCHASING ACTIVITY: ANYTHING USING YOUR CAMPUS BUDGET CODES
MY PURCHASE ORDERS: ONLY PURCHASE ORDERS ENTERED BY YOU.
LOOKING UP PAID INVOICES – VENDOR PROFILE

- Click on the Vendors Tab
- Vendor Profile
- Type in vendor name in “Vendor Section (ex: Got Spirit)"
- Click on “Purchase Orders” (on the left)
- Click on “Filter Options” on the far right – make sure the “History” box is checked ✔ then click “Apply Filter”
LOOKING UP PAID INVOICES – VENDOR PROFILE

- FIND & CLICK ON YOUR PO/CR # (IF YOU DO NOT SEE IT, TYPE THE PO# IN THE BOTTOM RIGHT CORNER)
- CLICK ON THE ▶ AND EXPAND ALL

- SCROLL DOWN TO PO INVOICES TO SEE ANY PAYMENTS MADE ON PO/CR
LOOKING UP PAID INVOICES – VENDOR PROFILE

➢ To view the invoice, click on invoice number then click on Attach.

➢ CLICK VIEW ATTACHMENT
REMINDERS & NOTES
(BETH KIRSCH)
ACCOUNTS PAYABLE NOTES

• ANY INVOICE OR RECEIPT THAT YOU GET ON YOUR CAMPUS - EMAIL TO ACCOUNTSPAYABLE@MISDMAIL.ORG, YOU DO NOT NEED TO ALSO COPY US INDIVIDUALLY.

• WE MUST HAVE AN INVOICE TO PAY, IT CANNOT BE A QUOTE OR SHIP TICKET.

• DO NOT ATTACH INVOICES TO YOUR PO, SEND THEM TO THE AP EMAIL INBOX. WE DO NOT GET A NOTIFICATION WHEN ITEMS ARE ATTACHED TO YOUR PO.

• TAX ON INVOICES: OTHER THAN “876” (SUNSHINE) THERE SHOULD NOT BE TAX ON ANY INVOICE. IF YOU RECEIVE AN INVOICE WITH TAX, CONTACT THE VENDOR FOR A REVISED INVOICE.
ACCOUNTS PAYABLE NOTES
EMAILING INVOICES TO AP: (ACCOUNTSPAYABLE@MISDMAIL.ORG)

• WHEN SENDING MULTIPLE INVOICES IN ONE EMAIL, THEY NEED TO BE SEPARATE ATTACHMENTS. DO NOT SCAN MULTIPLE INVOICES TOGETHER.

• NAMING YOUR ATTACHMENT: PLEASE NAME THEM WITH THE VENDOR NAME & INVOICE NUMBER. EX: GOT SPIRIT 12345

• MAKE SURE THE PO# IS CORRECT AND ON THE INVOICE.

• IF YOU ARE SENDING OVER SOMETHING THAT IS TIME SENSITIVE, PLEASE MARK YOUR EMAIL AS HIGH IMPORTANCE (WHICH IS LOCATED IN THE TOOL BAR OF YOUR EMAIL).
ACCOUNTS PAYABLE NOTES

CHECKS FOR PICK UP:

- If you need to physically pick up a check to hand carry to a vendor, A/P needs to know to pull that check out to hold for pick up.
- Please note on the invoice and in the email that we need to hold the check for pick up. I.E. – “Please pull check and hold for pick up by Jane Doe”. We will email when the check is ready, so please let us know who to contact.
- Otherwise, every check will be mailed.

CHECK REQUESTS:

- Check requests are not the same as asking us to hold a check for pick up. Check requests are a different kind of requisition. They are almost identical to a PO, but they are only used for travel reimbursement or if/when an invoice has been received without a PO in place. You should never have an invoice without a PO. If this happens, you will be required to do a check request and attach a PDSA form.
- Invoices/Backup for check requests should be emailed to accountspayable@misdmail.org. We do not get notified when items are attached in Skyward.
TRAVEL / EXPENSE REIMBURSEMENT

- As a whole, we would prefer for all employees to use the expense reimbursement module in Skyward.

- Every employee should have access to do this on their own.

- If you will be traveling, you might want to reach out to Purchasing to make sure that you are setup as a vendor in Skyward.

- Chelcie will be going over this in detail in her session.
ACCOUNTS PAYABLE TIMELINES

• INVOICES – MISD HAS UP TO 45 DAYS TO PAY.

• FIELD TRIPS – IF THE VENDOR WILL TAKE A PO, A CHECK WILL NOT BE CUT AT THAT TIME. THE VENDOR WILL INVOICE US FOR PAYMENT. THIS IS THE PREFERRED METHOD OF PAYMENT. IF YOU HAVE TO TAKE A CHECK WITH YOU, PLEASE RESPECT THE AP 72 HOUR TIMELINE PRIOR TO TRIP.
REPORTS, AMAZON & CITIBANK
(PATSY FELLERS)
ACCOUNTS PAYABLE - REPORTS

PENDING RECEIVING REPORT: (AKA AP INVOICE LISTING REPORT)

• THIS REPORT IS SENT 3X/WEEK (M,W,F) AS A FRIENDLY REMINDER.

• THE INVOICES LISTED ON THIS REPORT HAVE BEEN ENTERED FOR PAYMENT BUT ARE AWAITING RECEIVING RECORDS.

• PLEASE REVIEW YOUR REPORT ASAP, AND RECEIVE ON THESE INVOICES IN SKYWARD IF THE ITEMS HAVE BEEN PHYSICALLY RECEIVED OR SERVICES HAVE BEEN RENDERED.

• PLEASE RECEIVE ON YOUR ITEMS/SERVICES IN A TIMELY MANNER, YOU DO NOT NEED THE INVOICE TO DO SO, AS MOST INVOICES COME DIRECTLY TO AP.

• WE PAY BY INVOICE – NOT PO! – THEREFORE, YOU DO NOT HAVE TO WAIT UNTIL THE PO IS COMPLETE TO DO YOUR RECEIVING.
ACCOUNTS PAYABLE - REPORTS

OPEN PO REPORT: (AKA REQUISITION / PO LISTING)

• THIS REPORT IS SENT 2X/WEEK (T&TH) AS A FRIENDLY REMINDER.

• THIS REPORT CONSISTS OF ALL OF YOUR OPEN POS.

• PLEASE WORK ON THIS REPORT WEEKLY TO KEEP YOUR POS CLEANED UP AND CLOSED IF NEED BE.
ACCOUNTS PAYABLE - AMAZON

AMAZON:

CHARGES

• THERE IS NO NEED TO SEND OVER YOUR PACKING LISTS, WE DO NOT NEED THEM.
• ALL INVOICES ARE EMAILED DIRECTLY TO OUR ACCOUNTS PAYABLE EMAIL.

RETURNS

• RECEIVE ON ALL ITEMS ASAP, EVEN IF YOU ARE RETURNING AN ITEM.
• IF YOU RETURN AN ITEM PLEASE RECEIVE A “NEGATIVE” FOR THIS ITEM IN SKYWARD.
ACCOUNTS PAYABLE - AMAZON

AMAZON CONTINUED:

MISSING ITEMS

• IF YOU DID NOT RECEIVE AN ITEM, ASK FOR A REFUND OF THE MISSING ITEM. WE ARE CHARGED AS SOON AS THE ITEM IS SHIPPED, SO THIS IS WHY THE REFUND NEEDS TO BE REQUESTED.

• EVEN THOUGH YOU NEVER RECEIVED THE ITEM YOU STILL NEED TO RECEIVE THE ITEM IN SKYWARD SINCE THEY HAVE ALREADY CHARGED US FOR IT. THEN, IMMEDIATELY, GO IN AND RECEIVE A NEGATIVE FOR THE MISSING ITEM SO WE CAN USE THE REFUND/CREDIT. THIS WILL NET TO ZERO.

CANCELED ITEMS BY AMAZON

• FORWARD YOUR EMAIL FROM AMAZON REGARDING THE CANCELATION TO ACCOUNTSPAYABLE@MISDMAIL.ORG
• WE PAY THE CREDIT CARD ONCE A MONTH, SO BE PREPARED FOR THESE FUNDS TO BE ENCUMBERED FOR AT LEAST 30-45 DAYS.

• IF YOU PICKED UP AND RETURNED A CREDIT CARD TO PURCHASING, THERE IS NO NEED TO “RECEIVE” THE CHARGE ON YOUR PO IN SKYWARD. PURCHASING WILL TAKE CARE OF THAT FOR YOU. PURCHASING WILL THEN FORWARD THE RECEIPT TO ACCOUNTS PAYABLE (PATSY) FOR THE PAYMENT AND ALSO SEND A COPY TO YOU.

• IF YOU USED A CREDIT CARD THAT YOU KEEP ON YOUR CAMPUS/DEPARTMENT, YOU WILL NEED TO SEND OVER THE RECEIPT/INVOICE TO ACCOUNTSPAYABLE@MISDMAIL.ORG WITH THE PO AND THE WORDS “CREDIT CARD PURCHASE” ON THE DOCUMENTATION & IN THE EMAIL SUBJECT LINE. ALSO RECEIVE THIS CHARGE IN SKYWARD BEFORE SENDING OVER.
ACCOUNTS PAYABLE - CITIBANK

CITIBANK (DISTRICT CREDIT CARD) (CONT.)

• If you need to pay for something using the district credit card (This is only if you do not keep a card at your site), please contact Kristi Russell in Purchasing to get this done.

• Kristi will give you the credit card info for you to make the purchase via over the phone or on-line.

• Forward this receipt/documentation back to Kristi Russell and she will take care of receiving on the charge in Skyward.

• Kristi will also send Accounts Payable (Patsy) the receipt/documentation for payment.
ACCOUNTS PAYABLE TEAM

PATSY FELLERS  817-299-6308 (EX: 96308)
AMAZON/CREDIT CARDS/CONSTRUCTION/UTILITIES/OPEN PO REPORTS/PR REPORTS

BETH KIRSCH  817-299-6315 (EX: 96315)
A-M VENDORS/EXTENDED PLAY/ENTRY FEES

KAREN FICHTE  817-299-6313 (EX: 96313)
N-Z VENDORS/FIELD TRIPS/SCHOLARSHIPS

THANK YOU FOR ALL YOU DO! WE APPRECIATE EACH OF YOU.

IF YOU HAVE ANY QUESTIONS, WE ARE HERE TO HELP 😊