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FY20 school Unified Library budgets will transfer to Library Services



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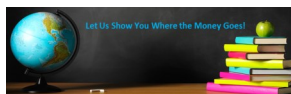
Run Your Own Budget Status Report (BSR) Starting July 2019!

APS Business Systems will grant Lawson Business Intelligence (LBI) access to all schools/departments so you will have the ability to run your own Budget Status Report (BSR) anytime effective July 1, 2019. A team member will notify you when LBI access is granted and send you instructions. Your budget analyst will email you instructions as well.

School Budget Analyst Support Aligns to Zone Structure Effective July 1, 2019

- **Raphael Torres** supports Zone 1 schools and Gabriella Blakely's department. Raphael can be reached at 880-3793 or raphael.torres@aps.edu
- **Roy Burrola** supports Zone 2 schools and Antonio Gonzales' department. Roy can be reached at 880-3766 or burrola@aps.edu
- **Theresa Gurule** supports Zone 3 schools and Yvonne Garci-a's department. Theresa can be reached at 880-3750 or gurule_t@aps.edu
- **Linda McLaughlin** supports Zone 4 schools and Troy Hughes' department. Linda can be reached at 880-3745 or mclaughlin_l@aps.edu

For a list of schools in each zone: <https://www.aps.edu/academics/list-of-schools-in-each-lz#LZ1>



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Please Encumber 90% of Non-Salary Budget by Winter Break

Current year funding is meant to be spent on current year students. 100% of **recurring** purchases should be encumbered by August 30, 2019. Your budget analyst will send you a list of recurring vendors for your school/department. Please estimate the amount you expect to spend based on the historical data included on your report and set up draw-down purchase orders to invoice against for the entire year. Draw-down purchase order amounts can be increased or decreased anytime by e-mailing the buyer. **90% of non-recurring purchases should be encumbered by start of winter break (30% by September 30, 60% by October 31 and 90% by start of winter break)**

School Unified Library Budgets Will Transfer to Library Services

Fifty-five schools plan to spend a total of \$105K on library and audio visual supplies in FY20 using APS sub-department/program #246 Unified Library (cost account xxxx-246-2200 561140). To prevent these budgets from being inadvertently spent as an unintended consequence of budget groups, they will transfer to Library Services in July 2019 as these items are centrally purchased and processed by Library Services anyway. Please continue to work with Library Services as you normally do with respect to what your school library needs. School budget analysts will notify each impacted school's principal and bookkeeper/secretary under separate cover.