

# Grant Technician Desk Manual



# Table of Contents

1.	Grant Technician Responsibilities.....	3
2.	Account Structure.....	4
3.	Grant Terms and Information.....	5
4.	Grant Assignment.....	9
	a. Grant Assignment Form	
	b. Saving Instructions	
5.	Grant Setup.....	14
	a. Tab Names	
	b. Board Doc	
	c. Board Doc Instructions	
	d. Program Questionnaire	
	e. Request for Budget Setup	
6.	Setup Accounts.....	27
	a. New Accounting Unit (AU)	
	b. Attach Accounts	
	c. Activity	
	d. Requesters	
	e. Approvers	
7.	Determine Benefits.....	31
	a. Add Benefits Sheet	
	b. Lump Sum Benefits Sheet	
8.	Other Tabs.....	33
	a. Indirect Cost and Audit	
	b. Award Personnel	
	c. Grant Employees	
9.	Budget Setup.....	34
	a. FB40 Approve-BOY-Budget1	
	b. FB40 Approve-BOY-Budget2	
	c. FB40 Increase or Decrease	
	d. FB40 Transfer Same Function	
	e. FB40 Transfer Cross Function	
	f. FB40 & FB45 Screen Shots	
	g. Upload UWF Screen Shots	
10.	Human Resources and Payroll.....	52
	a. RTA (Request to Advertise)	
	b. ERF (Employee Request for Change)	
	c. Exempt vs Non Exempt	
	d. Hourlies	
	e. Substitutes	

f.	Stipends	
g.	Extended Contracts	
h.	Differentials	
i.	Unions & Bargaining Agreements	
j.	Payroll processing	
k.	T&E (Time and Effort Statements)	
l.	Journal Entries	
11.	Customer Service and Journal Entries.....	77
a.	Phone Usage	
b.	Email Usage	
c.	Walk in customers	
d.	Journal Entries	
12.	Accounts Payable.....	83
a.	SPO's (Small Purchase orders)	
b.	PCards (Purchase Cards)	
c.	Direct Purchases	
d.	Travel	
e.	Personal Service Agreements	
13.	Grant Billing.....	97
14.	Beginning and Ending a year.....	100
15.	Appendix.....	104
a.	Account List in alphabetical order	
b.	Account List in numerical order	
c.	Associate Superintendent School Assignment List	
d.	Business Systems Assignment List	
e.	Category List	
f.	Company (Fund) List	
g.	Department List	
h.	Function List	
i.	Grant List	
j.	PED Contact List	
k.	Location Number List	
l.	Universal Chart of Accounts (UCOA)	
m.	CFDA# (Catalog of Federal Domestic Assistance)	
n.	Grant Notebook Example	

# Grant Technician Responsibilities

(Duties include but not limited to)

## **Grant Assignment:**

Read and understand the requirements of the grants assigned  
Complete Grant Assignment form  
Scan and save an electronic copy of grant on shared drive (U:) Current year, Awards folder  
Maintain a notebook for each grant with specific sections and paperwork included:  
Work with program staff for budget setup  
Prepare and submit Board Doc Form  
Prepare and submit Accounting Unit Setup Forms  
Prepare and submit Account Attachment Forms  
Prepare and submit Activity Setup Forms  
Prepare, submit and print Requester Forms  
Prepare, submit and print Approver Forms  
Utilize Benefit workbooks to calculate benefits for salary line items  
Calculate indirect cost and audit (auto field on Budget Setup page)

## **Lawson Entry:**

Prepare, upload, release budget uploads for FB40 (increases, decreases and adjustments)  
Post Budgets in FB45

## **OBMS:**

Enter BAR in PED Website for increases, decreases and transfers

## **HR & Payroll:**

Prepare, maintain and submit payroll uploads  
Approve budget availability and allowance of employees on ERF (Employee Request for Change) form for GM Staffing Specialist

## **Accounts Payable/Procurement:**

Approve/disapprove Personal Service Agreements for the grant  
Approve/disapprove accounts payable items for the grants (PCards, SPO's, Pending orders)

## **Customer service:**

Oversee and maintain Grant integrity through various reports and other methods  
Monitor and ensure deadlines are met  
Research  
Prepare request for Journal entries

## **Other:**

Training  
Audit assistance

# Account Structure

Explanation of Cost Accounts:

A Full Cost Account consists of 6 parts:

Company	Sub Account
Accounting Unit	Activity
Account	Category

Company (often referred to as Fund) Four Digits representing the type of Money

Full list of Companies in Appendix

Accounting Unit (3 parts to this number) 11 digits

Part 1 is location as a 4-digit number.

List of locations in Appendix

Part 2 is Grant (also used as sub department in operational) three digits

List of Active Grants in Appendix

Part 3 is Function (from the Uniform Chart of Accounts of the Fed Ed Dept.)

List of Functions is in Appendix

Account (also referred to as the object at PED) 5 digits for PED 6 Digits for APS

List of most used accounts in Grants is in Appendix

Sub Account for salary accounts only, to signify the type of salary

Activity is a 10-digit number that further defines the grants (there are 4 parts to this number)

Part 1 is the second digit representing PED fund account. Example: 4 for Title I 2(4)101

Part 2 is the 3-digit APS grant number: Example: 101 for Title I

Part 3 is the 4-digit Physical Location: Example: 1032 for Grant Management

Part 4 is two zeros as place holders

Category is a further break down of the scope of work within a grant (there are two parts)

Part 1 is 2 digits which represent the type of work. Example: 09 is Construction

Part 2 is 3 digits which represent the scope of work. Example: 319 is Cabinetry

An Example of a full cost account for a specific grant might look like:

2499 21746681000 511000 1411 46680052000 09319

This account would mean:

2499 = Federal Flow through Company

2174 = Career Tech Education

668 = Carl Perkins Grant

1000 = Function 1000 Direct Instruction

511000 = Salary

1411 = Teacher

4 = Federal Flow through grant (24174)

668 = Carl Perkins Grant

0520 = Highland High School

00 = Place holder

09 = Construction

319 = Cabinetry

# Grant Terms and Information

## **Notebook Legend:**

White-Grant Technician  
Pink-Director  
Turquoise-Director or Manager  
Gray-Manager  
Golden-Specialist  
Peach-Staffing Specialist  
Green-Billing Specialist  
Purple-Administrative Assistant  
Orange-Technician Assistant

**Accounting Unit:** A number assigned to funds to distinguish the specific fund, location and function of the fund.

**AP90:** Inquiry screen in Lawson to look up vendor payments

**Bids:** This is a formal “Quote” process where as the goods or services requested by APS is advertised and vendors place a bid on how much they would charge. Procurement then determines the best value and the “Bid” is awarded to that vendor for all purchases of that type. This affects purchases of goods and sometime services over \$20,000 and professional services over \$50,000.

**Categorical:** Another term for Grants. Grant funds are categorical in nature, meaning they are for a specific use.

**COLORED:** Each Year the Color of the Excel fields to populate in the workbook below:

Location: U:\Categorical Programs\\_School Year “current year”\FORMS “current year”\  
File Name: “current year” All Templates Originals.xlsx

Will change to make it easier at a glance to know which year the award is for. Any time the word **Colored** is shown throughout this manual, it is referring to the colored boxes of that year.

**Commitment:** An obligation by the district to pay for a good or service. Also—Lawson’s term for a requisition that has been released.

**Company:** Used in conjunction with Lawson: The main Level of separation between types of funds. Also known as Fund

**Control Agent:** The associate Superintendent responsible for approving purchases and transfers over \$10,000.

**Cross Function Transfer:** To transfer budget between two lines according to function (see UCOA). If the function does not start with the same number (example 1000 to 2100—one starts with 1 and one with 2) the transfer is considered “cross” or “inter”

**CW13:** Inquiry screen in Lawson to research employee payment setup

**Employee Travel Reimbursement Voucher:** Form used to obtain reimbursement from approved travel expenses. This form must be accompanied by actual, itemized receipts.

**Encumbrance:** An obligation by the district to pay for a good or service. Also—Lawson’s term for changing a requisition into a Purchase order. Other encumbrances include remaining salaries/benefits for employees.

**ERF—Employee Request for Change:** Form used to hire/change employee status in Lawson. It includes the cost account information, location, FTE, etc.

**Existing Contracts (Blanket Purchase Orders (BPO):** Large Re-occurring purchases use a “Blanket PO.” This type of Purchase order is in place after a Formal bid/RFP has been made so that P-Card, SPO and purchase orders can be used with the vendors who hold contracts with APS.

**Expense Transfer:** When something has been “paid”, “posted” to a General Ledger Account in error. An Expense transfer form is used to move or reclassify the expense to the proper account.

**FB40:** Entry screen in Lawson to enter budget information

**FB45:** Update screen in Lawson to post budget information

**FTE—Full Time Equivalent:** A full time employee is considered a 1.0 FTE. Some employees work “extra” hours that can change this number. For example: if someone works 1.2 FTE it is the hours equivalent to one person at full time plus 20% more time or 1.2 “Full Time People.”

**Fund:** A sum of money or other resources set aside for a specific purpose

**GL298:** Report form of GL94

**GL94:** Inquiry Screen in Lawson to research current budget, expenses, encumbrances, commitments, balances etc. on all funds.

**Grants:** are non-repayable funds disbursed by one party (grant makers), often a government department, corporation, foundation or trust, to a recipient, often (but not always) a nonprofit entity, educational institution, business or an individual. In order to receive a grant, some form of "Grant Writing" often referred to as either a proposal or an application is usually required. Most grants are made to fund a specific project and require some level of compliance and reporting. The grant writing process involves an applicant submitting a proposal (or submission) to a potential funder, either on the applicant's own initiative or in response to a Request for Proposal from the funder.

**HR11:** Inquiry screen in Lawson to research employee setup

**Inter-Function Transfer:** To transfer budget between two lines according to function (see UCOA). If the function does not start with the same number (example 1000 to 2100—one starts with 1 and one with 2) the transfer is considered “cross” or “inter”

**Intra-Function Transfer:** To transfer budget between two lines according to function (see UCOA). If the function starts with the same number (example 1000 to 1001—both start with 1) the transfer is considered “same” or “intra”

**Justification:** A reason for the purchase or change in planning. A justification is required on all purchases, budget transfers, expense transfers and any other items pertaining to grant changes both programmatically and financially.

**NMPED:** stands for New Mexico Public Education Department

**P-Card:** APS Purchase Card is the same thing as a credit card. These cards are used in the same manner as a credit card and are issued to requesting locations top level Supervisor. For example: a principal or a department director. There are strict rules on the use of this card: see P-Card

**PED:** stand for Public Education Department.

**PO20:** Inquiry screen in Lawson to research purchase orders showing all line activity

**PO64:** Inquiry screen in Lawson to research Purchase orders—notes if items have been received/paid

**PR295:** Report for employee postings to accounts

**Project/Program Manager:** The person responsible for approving expenditures based on the scope of work set forth in the grant. This is usually a Program Director or Manager.

**PSA—Professional Service Form:** this is also known as a professional service agreement. This is a form that is used as a contract between APS and a specific vendor for the performance of services and the intent to pay.

**Purchase Order:** An approved requisition is turned into a purchase order. This form is then given to the vendor for completing of the ordering/processing and providing delivery of the product or service. All goods and services MUST have a purchase order approved in Lawson before goods or services can be accepted by APS or its employees. There are specific rules for PO's. See Procurement procedures on APS website for more information.

**Quotes:** All purchased goods and services must be done on necessary and reasonable test. A quote is written statement in which a vendor will provide the good or services for a certain dollar amount. This affects purchases in the amount \$10,000 to \$19,999.99.

**Request for District Travel:** A form required to take and travel where the charges will be paid by APS. This form must be approved and the employee issued a TAN# (Travel Authorization Number) BEFORE the travel can take place.

**Requisition Request Form:** A form used to request a purchase. This form is to be filled out in its entirety, have authorized signature approval and given to the proper person to enter a requisition into Lawson to begin the ordering process.

**Requisition:** A request entered into Lawson for a purchase of goods or services

**RFP—Request for Proposals:** The process by which Bids are made. This affects service purchases over \$20,000 and professional services over \$50,000.

**RQ10:** Entry (and research) screen in Lawson for Requisitions

**RQ40:** Inquiry screen in Lawson to research requisitions by location and requester

**RQ44:** Inquiry screen in Lawson to research requisitions by req number which ties it to the PO

**Same Function Transfer:** To transfer budget between two lines according to function (see UCOA). If the function starts with the same number (example 1000 to 1001—both start with 1) the transfer is considered “same” or “intra”

**Site Administrator:** The person responsible for the first of 4 approval levels of the requisition. This is usually a principal, manager, or director.

**Spending Deadlines:** Deadlines for purchases are set at the district level each year to ensure timely payments and year end closing. In addition, each grant also has its own spending deadlines. The earlier deadline will prevail.

**SPO(C):** Is an acronym for small purchase order (Categorical): SPO's are for Operational accounts, SPOC's are for categorical (grant) accounts. This person confirms approval of the actual purchased item, cost account accuracy etc. This approver (for grants) is the grant technician in Grant Management.

**Supplement versus Supplant:** This is a term used in federal funding which requires that all expenses be in addition to “supplemental” to state fund expenditures. Supplant is to pay a portion of what the state is required to pay.



**Time Sheet Record:** Accompanies the “weekly Timesheets.” This is a detail of days, times and duties that were actually performed.

**Time Sheet Upload:** Excel spreadsheet containing all the information necessary to pay the employees who have submitted Time Sheets.

**Time Sheet:** Also known as a “Weekly Time Sheet.” This is a summary recording on any additional time worked that is NOT already being paid automatically from Lawson. For example: If a teacher works after school to tutor a student for 1 hour, she/he would use this form to get paid the “additional” hour.

# *Grant Assignment*

## Grant Coordinator

Grants will be assigned to a technician by the Grant Coordinator (includes documents received from the grantor and a “Grant Assignment Form”). This will be given to the Billing Specialist for completion of the billing section.

# *Grant Assignment*

## Billing Specialist

Billing Specialist will complete the billing section of the form, maintain appropriate copies and forward packet to appropriate technician

# *Grant Assignment*

**Technician** receives grant assignment form and completes the remaining section of the form by:

Obtaining the entire Grant Proposal—from the funding agency (non-APS) or the program facilitator (APS)

This is the written directions of the grant including:

- The scope of work
- Purchase requirements
- Grant Total
- Grant Period
- Grant contact information
- Other

The award may come in a variety of methods:

- The full Contract or Proposal
- Email
- Award Letter
- Other

Read and understand the financial aspects of the grant (make notes)

- What is an allowable purchase?
- What is not an allowable purchase?
- What are the billing requirements?
- Salary permissions and/or restrictions
- Matching or in-kind requirements
- Other

# Grant Assignment Form

Assignment Date 9/22/2014

Technician Assigned to Gabriela Rivera  
Name of Grant Substance Abuse and Mental Health  
Funding Source Department of Health and Human Services  
PED Fund Number 25238 PED Reveune Number 44301 CFDA# 93.243  
APS Grant Number 407 Amount of Grant \$100,000.00  
Grantor Number 1H79SM062062-1 FAIN #: SM062062  
Other Information Two year Grant, new RfR system, Many program and finance reports due. Read grant carefully

**Billing Specialist to complete:**

How is billing to be done  OBMS  G5  <sup>DPM /</sup> PMS  ASAP  INV  OTHER  
Billing Cycle  Wkly  Mthly  Qrtly  Yrly  None  OTHER  
Last date to draw funds  <sup>2606-C1</sup> Wire  <sup>2558-C3</sup> Check/Cash

Back up required for Billing Federal Financial Report (SF-425) Programmatic Progress Report (4/30 & 10/30)

billing cycle is semi-annual

Address for Billing The Division of Payment Management System, PO Box 6021, Rockville, MD, 20852

1-877-614-5533 (DPM-PMS website)

Grantor Finance Contact Michelle Bechard Email [michelle.bechard@samhsa.hhs.gov](mailto:michelle.bechard@samhsa.hhs.gov)

Grantor Finance Phone 240-276-1872 Fax \_\_\_\_\_

Last Date to Encumber 9/29/2016 Liquidate by 9/29/2016 Last Draw Date 10/30/2016

**Technician: Read the grant award and contact the Public Education Department and/or the grantor for the following information:**

Date Grant Begins 9/30/2014 Date Grant Ends 9/29/2016

Grantor Program Contact Michelle Bechard Email [michelle.bechard@samhsa.hhs.gov](mailto:michelle.bechard@samhsa.hhs.gov)

Grantor Program Phone 204-276-1872 Fax \_\_\_\_\_

APS Program Mgr Name Sergio Cianci Email [sergio.cianci@aps.edu](mailto:sergio.cianci@aps.edu)

APS Program Mgr Phone 855-9795 Fax 830-1771

APS Associate Super or Executive Director Kristine Meurer

Use of funds (line names) Salary, Benefits, PD, Other charges, Supplies

Purchase Restrictions \$50K per year for two years

Is part of this grant awarded to: Private Schools  Yes  No

Charter Schools  Yes  No

**File Completed Report in the front of the technician's grant notebook**

## Electronic Maintenance of Award Documents

Once the Grant Assignment form is complete, scan a copy of the ENTIRE Grant/Award/Proposal with the Grant assignment page as the first page. Save the scanned copy to:

Location: U:\Categorical Programs\\_School Year 20\_\_-20\_\_\Awards xx-xx

File Name: PED Fund-APS Fund-Grant Name: (Example: 25153-440 Medicaid)

# Grant Setup

Work with APS Program Staff to complete the following Forms

Location: U:\Categorical Programs\\_School Year "*current year*"\FORMS "*current year*"\

File Name: "*current year*" All Templates Originals.xlsx

*Each Year the Color of the Board doc will change to make it easier at a glance to know which year the award is for.*

## **TAB NAMES:**

*Tab Legend:* Code list for workbook colors

*Board Doc:* Form used to track all changes to grants

*Program Questionnaire:* To be emailed to the program staff for completion

*Request for Budget Setup:* To be emailed to the program staff for completion to establish line budgets for entry in Lawson

*New AU:* to setup Accounting Units that are not already setup

*Attach Acct:* to attach specific accounts to accounting units

*Add Benefit:* to determine the correct amount to allocate for benefits on salary accounts when the actual amount for salaries is known

*Lump Sum Benefits:* to determine the correct amount to allocate for benefits on salary accounts when given an amount that covers both the salary and benefits

*IDC-Audit:* to determine the correct audit and indirect cost to charge the grant

*Requesters:* to attach AU's to specific requesters for Requisition entry

*Approvers:* to attach AU's to specific Approver levels for approval of requisitions

*New AU for AC:* Auto created from activity tab for specialist use

*Attach Acct For AC:* Auto created from activity tab for specialist use

*Activity:* to setup activity number

*Attach AC to GL:* Auto created from activity tab for specialist use

*Award Personnel:* Attach employees to a specific grant

*Grant Employee:* List all employee numbers being paid from the grant

*FB40-APPROVED-BOY-Budget 1:* To be used ONLY at the beginning of the year for initial budget setup

*FB40-APPROVED-BOY-Budget 2:* To be used ONLY at the beginning of the year for initial budget setup

*Initial Budget Upload:* To setup initial budget (not previously setup at BOY)

*FB40-Inc or Dec:* Fill in to upload the budget into Lawson

*FB40-Transfers-same:* Upload for budget transfers with the same function

*FB40-crosTrans-bulk-1 site only:* Upload for budget transfer with different functions

BAR # 001-000-1415-0126-IB  
 Lawson Budget JE # 34

## BOARD DOC INFORMATION SHEET

### Budget Changes 2014-2015

GRANT NAME: **Substance Abuse and Mental Health (AWARE)** Technical Assistant **Gabriela Rivera**

Funding Source: **Department of Health and Human Services** Date Submitted **9/25/2014**

CFDA#

PED FUND NUMBER: **25238** REVENUE CODE: **443010** APS PROGRAM NUMBER: **407**

EXISTING BUDGET AS OF TODAY: **\$ -** New Total of Grant: **\$ 100,000**

INCREASE AMOUNT: **\$ 100,000**  
 Change TYPE: **Other-enter explanation -----> Explanation for "Other" New award**

DECREASE AMOUNT:

**List School Names associated with the Grant**

APS District-wide

Line Item Names	FTE
Salary/Benefits	
Professional Development	
Other Charges	

**Notes for Board Meeting (JUSTIFICATION)**

Students face a multiple of mental/behavior health challenges, including substance abuse and youth risk factors as documented by the New Mexico Youth Risk and Resiliency Survey.

**Grant Beginning Date** **9/30/2014**  
**Grant Ending Date** **9/29/2016**

	name	phone
Grantor Contact-Program	Michelle Bechard	204-276-1872
Grantor Contact-Fiscal	Ernest Stevens	240-276-0631
APS Contact-Program	Leslie Kelly	855-3828
APS Contact-Program's Supervisor	Kristine Meurer	

**TO BE COMPLETED BY MANAGEMENT:**

Date Approved by Acct Mgr \_\_\_\_\_ Finance Date \_\_\_\_\_ Board Date \_\_\_\_\_

Specialist Assigned Mallory \_\_\_\_\_ Date/Copy to Tech, Specialist, Director \_\_\_\_\_

OBMS Submit date \_\_\_\_\_ Approve date \_\_\_\_\_ Date Tech notified of PED Approval \_\_\_\_\_



# Directions for filling in the Board Doc

Location: U:\Categorical Programs\\_School Year "current year"\FORMS "current year"\

File Name: "current year" All Templates Originals.xlsx

*Each Year the Color of the Board doc will change to make it easier at a glance to know which year the award is for.*

## Board Doc Sheet—enter all required colored fields

Specialist will fill in the gray "BAR #" box the top.

Manager and Director will fill in the gray section at the bottom.

Yellow fields auto calculate

Technician will fill in all other current year's colored fields.

Lawson Budget JE #: This field is for the # created from the FB40 Screen in Lawson where the tech will upload the budget (See uploading Budgets in FB40).

Grant Name: Fill in the name of the Grant from "Grant Assignment Form"

Grant Technician: Enter your name

Date Submitted: Enter date that the form is submitted to the Manager

Funding Source: Enter where the grant came from (Federal, State, Local, City, Donator, etc. examples are USDE, PED, DOH, Fish & Wildlife, etc.)

PED Fund number: Five digit number assigned by PED (will be listed on the "Grant Assignment Form" when you receive the Grant) (24xxx thru 29xxx)

Revenue Code: 5 Digit number assigned by PED +0 (4xxxx0 except on 445001) (will be listed on the "Grant Assignment Form" when you receive the Grant)

APS Program Number: Three digit number assigned by Director or Manager (will be listed on the "Grant Assignment Form" when you receive the Grant)

Existing Budget as of Today: Enter the amount of the budget that has been submitted on board doc forms for Board approval. This amount includes all approved and pending budgets, adjustments and/or corrections.

Increase Amount: If this is an increase, enter the amount of the increase for this action only

Type: Choose from the drop down menu the type of increase

Decrease Amount: If this is a decrease, enter the amount of the decrease (enter as a positive number-the sheet will subtract automatically) for this action only

Type: Choose from the drop down menu the type of increase. If you chose "other," enter an explanation in the box to the right of the dropdown.

List School Names associated with the Grant: List all schools that are on this grant.

Line Item Names: Choose from the drop down each line item that will be used for this increase/decrease

FTE: Enter the FTE associated with any salary

Notes for the Board Meeting (Justification): Enter any information that will explain the grant's usage

Grant Beginning Date: Enter grant beginning date (the date the services of the program begin)

Grant Ending Date: Enter grant ending date (the date the services of the program are ended)

Grantor Contact-Program: Enter the name and phone of the Grantor who oversees the program side

Grantor Contact-Fiscal: Enter the name and phone of the Grantor who oversees the finances

APS Contact-Program: Enter the name and phone of the APS Program administrator

APS Contact-Program's Supervisor: Enter the Supervisor name of the person in previous box

**Print Form, attach financial section of award notice and submit to appropriate specialist**

Specialist will obtain OBMS BAR # and submit to Accounting Manager

Accounting Manager will complete and turn in to Director.

Director will complete Board Agenda and return a copy to the tech & specialist, original to manager

Tech file as first page in the grant notebook in the Budget tab section

# Specialist Board Doc Sheet

Obtain OBMS BAR Number

Load Backup in OBMS

Establish Revenue in OBMS

Submit form with backup to Accounting Manager

# Accounting Manager Board Doc Sheet

Verify need for board approval

Update access database

Sign form

Submit form with backup to Admin Assistant for further processing

# Administrative Assistant Board Doc Sheet

Prepare board documents for Finance Committee and Board Presentation

Complete bottom gray section

Keep necessary copies

Return Original sheet and attachments to Manager

Provide a copy of board doc sheet (no backup) to:

Assigned Technician

Assigned Specialist

Director

# Accounting Manager Board Doc Sheet

Maintain all originals with supporting financial documents in notebooks in the office for audit and reconciliation purposes.

# Specialist Board Doc Sheet

Use copy to monitor OBMS:

Remaining entry of expense lines

Submission

Approvals

# Director Board Doc Sheet

Use copy for explanations when presenting to Finance/Board:

**Tab Name: Program Questionnaire**

This sheet is to be sent to the APS Program office for them to fill out important information for us to know in order to assist with the financial end of the grant. In order for the formulas to work properly and the program office only receive this page do the following:

Open excel

Click on File

Click on Save As (choose where you want to save it)

Name it: PED Fund number-APS Fund number Grant name Questionnaire –date (Example: 25153-440 Medicaid Questionnaire 08-19-2013)

Leave this blank screen open

Open the workbook in the same excel file and click on the questionnaire Tab:

Location: U:\Categorical Programs\\_School Year 20\_\_-20\_\_\FORMS

File Name: \_\_-\_\_ All Templates Originals.xlsx

Tab Name: Program Questionnaire

Right click on the tab name “Program Questionnaire”

Click on “Move or Copy”

In the top box, use the drop down menu to select the file you just made in step 4 above.

Click a check mark in the box at the bottom left “Create a copy”

Click OK

You should now be in the new workbook you made.

Click Save

Fill in the Grant Name and Grant Number (PED-APS ex: IDEA B 24106-321)

Fill in as many of the other fields as you can.

Click Save

Email this form to the Program Office responsible for budget setup (along with the next tab at the same time-See *Tab-Request for Budget Setup* directions next), with a deadline for returning it to you.



### Request for information to set up a grant in Grant Management

Complete all yellow highlighted areas

Check appropriate blue boxes (required)

Attach documentation and check appropriate green boxes (choose only ONE)

**Name of Grant & Number**

Name of Grantor

Address of Grantor

City of Grantor

State of Grantor

Zip of Grantor

Grantor Contact Person

Grantor Contract Phone

Grantor Contract Fax

Grantor Contact E-mail

Amount of Grant

Date Grant Begins

Date Grant Ends

Attach copy of application/proposal?

Attach copy of award?

Program objective with spending restrictions

Billing instructions

Cash in advance?

Reimbursement?

Upon completion of objectives?

Other-Attached specific instructions for collection?

APS main contact for program specifics of Grant

Name & Employee Number

Phone

Fax

Email

What schools/department will be spending these funds (insert additional rows if necessary)

School (or department) Name <small>*If site not in our district fill out Vendor Request</small>	Loc #	Who will enter Requisitions in Lawson-- -Employee (Requester) Name	Requester email address	Requester Employee Number	Who will approve the "site" level (or first approver) of the requisitions in Lawson-- -Employee Name	Approver Employee Number

**Tab Name: Request for Budget Setup**

This sheet is to be sent to the APS Program office for them to fill out how they want the money budgeted. In order for the formulas to work properly and the program office only receive this page do the following:

Open excel

Click on File

Click on Save As (choose where you want to save it)

Name it: PED Fund number-APS Fund number Grant name Budget –date (Example: 25153-440 Medicaid Budget 08-19-2013)

Leave this blank screen open

Open the workbook and Tab:

Location: U:\Categorical Programs\\_School Year 20\_\_-20\_\_\FORMS

File Name: \_\_-\_\_ All Templates Originals.xlsx

Tab Name: Request for Budget Setup

Right click on the tab name “Request for Budget Setup”

Click on “Move or Copy”

In the top box, use the drop down menu to select the file you just made in step 4 above.

Click a check mark in the box at the bottom left “Create a copy”

Click OK

You should now be in the new workbook you made.

Click Save

Fill in the Grant Name, Company number, APS Grant number and Total Award

If there is only one location number used then also fill in the location number

If there is more than one location number do the following

Right click on the “Setup Sheet” tab name

Click on “Move or Copy”

Click a check mark in the box at the bottom left “Create a copy”

Click OK

Repeat as many times as necessary to create one sheet for each location

Click Save

Email this form to the Program Office responsible for budget setup (along with Program Questionnaire from previous Tab), with a deadline for returning it to you. If there are multiple tabs (locations) be sure to convey to program to fill in each one.

Grant Name									
Company Number						Audit Cost Allowed?		Remaining to Distribute	
Location Number						Indirect Cost Allowed?		\$ -	
APS Grant Number						Total Award		Distributed	
Allocation						FTE	\$ -	Justification	
	1000		Direct In	uction					
0	01000	1000	511000	1411	Teachers - Grades 1-12 Salaries				
0	01000	1000	511000	1412	Teachers-SPED Grades 1-12 Salaries				
0	01000	1000	511000	1413	Teachers - ECE Salaries				
0	01000	1000	511000	1711	EA - Grades 1-12 Salaries				
0	01000	1000	511000	1712	EA-SPED Grades 1-12 Salaries				
0	01000	1000	511000	1713	EA - ECE Salaries				
0	01000	1000	513000	1411	Teachers - Grades 1-12 Stipends				
0	01000	1000	513000	1412	Teachers-SPED Grades 1-12 Stipends				
0	01000	1000	513000	1413	Teachers - ECE Salaries				
0	01000	1000	513000	1711	EA - Grades 1-12 Stipends				
0	01000	1000	513000	1712	EA-SPED Grades 1-12 Stipends				
0	01000	1000	513000	1713	EA - ECE Stipends				
0	01000	1000	521110		ERA		\$ -		
0	01000	1000	521120		RHCA		\$ -		
0	01000	1000	522100		FICA		\$ -		
0	01000	1000	522200		Medicare		\$ -		
0	01000	1000	523110		Health		\$ -		
0	01000	1000	523120		Life		\$ -		
0	01000	1000	523130		Dental		\$ -		
0	01000	1000	523140		Vision		\$ -		
0	01000	1000	523150		Disability		\$ -		
0	01000	1000	525000		Unemployment		\$ -		
0	01000	1000	527200		Work Comp Fee		\$ -		
0	01000	1000	527300		Work Comp Ins		\$ -		
0	01000	1000	533300		Professional Development				
0	01000	1000	558170		Student Travel				
0	01000	1000	559150		Other Contract Services				
0	01000	1000	561120		Other Textbooks				
0	01000	1000	561130		Software				
0	01000	1000	561180		General Supplies and Materials				
0	01000	1000	573310		Fixed Assets (\$1000 and over)				
0	01000	1000	573320		Supply Assets (under \$1000)				
0	01000	1000	573321		Supply Assets (Between \$1000-\$5000)				
0	01000	1000	573322		Computers (under \$5000)				
	1001		Direct Instruction (subs and Instructional Coaches						
0	01001	1001	511000	1416	Instructional Coaches Salary				
0	01001	1001	513000	1416	Instructional Coaches Stipends				
0	01001	1001	511000	1610	Substitutes - Prof. Leave				
0	01001	1001	521110		ERA		\$ -		
0	01001	1001	521120		RHCA		\$ -		

# Setup Accounts

Location: U:\Categorical Programs\\_School Year "current year"\FORMS "current year"

File Name: "current year" ACCOUNT SET UP ONLY.xlsx

Each Year the Color of the Board doc will change to make it easier at a glance to know which year the award is for.

To setup an Accounting Unit, fill in the current year's colored shaded areas only. This is the company and accounting unit. The rest of the fields will fill in automatically.

## Tab Name: New AU

This sheet is to setup New Accounting Units that are not already available.

Fill in the colored fields on this form (Column B and C starting at line 1040) for any new Accounting Unit needed.

B1040 thru B1544: Enter 4 digit Company number

C1040 thru C1544: Enter 11 digit Accounting Unit

	B	C	D	E	F	G	H	I	J	K
1	NEW ACCOUNTING UNIT SET UP REQUEST			6-510	523-1027	1040-1544				
2										
3	ACCOUNTING UNIT SET UP									
4	Company	AU	AU DESC	POSTING FLAG	CHART SECTION	Func LEVEL 1	PED PRG LEVEL 2	LocationL LEVEL 3	Grant LEVEL 4	Blank LEVEL 5
5	Level 2									
521										
522	Level 3									
1038										
1039	Level 4									
1040			#N/A	P			9999	#VALUE!		
1041			#N/A	P			9999	#VALUE!		
1042			#N/A	P			9999	#VALUE!		
1043			#N/A	P			9999	#VALUE!		

## Tab Name: Attach Acct

This sheet is to setup or "attach" account numbers to new accounting units that are not already available.

Fill in the colored fields on this form (Column C through F starting at line 5) for any new Accounts that need to be attached.

C5 thru C22090: Enter 4 digit Company number

D5 thru D22090: Enter 11 digit Accounting Unit

E5 thru E22090: Enter 6 digit account number (see account list)

F5 thru F22090: Enter 4 digit Job Code (see account list)

	A	B	C	D	E	F	G
1	ACTIVATE NEW ACCOUNTS						
2							
3							
4	TRANS CODE	FUNCTION CODE	Company	AU	ACCOUNT	SUB-ACCNT	Activity Flag
5	C	a					Y
6	C	a					Y
7	C	a					Y
8	C	a					Y
9	C	a					Y

**Tab Name: Activity**

This sheet is to setup activity numbers that are not already available. Fill in the colored fields on this form (Column B through C starting at line 316) for any new Activities that need to be created.

B316 thru B415: Enter 4 digit GL Location number...2150, 2180, 2100, 2127 etc.

C316 thru C415: Enter 10 digit Activity number

This page auto fills tabs *New AU for AC, Attach Acct for AC and Attach AC to GL*

*All four tabs are to be emailed to the specialist, manager or director for setup*

	A	B	C	D
1	<u>AC10.1</u>		Activity Set up	
2			ACTIVITY	ACV DESCRIPTION (SHORT DESCRIPTION)
3	As needed	Prog Office	f3	f16 Thirty Characters only!!!!
4	Level 1		24101	TITLE I - Schools - IASA
5	Level 2		24101-116	24101-116-TITLE I - PD-Inst Coach
6	Level 3		24101-116-0243	24101-116-0243 TITLE I - PD-Inst Coach
7	Level 4	2127	4116024300	24101-116 39
8	Level 1			
109				
110	Level 2			
211				
212	Level 3			
313				
314	Level 4			
315	Phys Loc	GL Prog Office--4 digits!!!		
316				#N/A
317				#N/A
318				#N/A
319				#N/A
320				#N/A
321				#N/A

**Email this ENTIRE WORKBOOK to the Specialist that handles the company listed below. (Note: all specialists, the manager and the director can setup these accounts if someone is out of the office) ALL 6 TABS ARE REQUIRED TO SET UP THE ACCOUNTS**

Billing Specialist: Companies 2401, 2406, 2499 and 2599

Staffing Specialist: Companies 2699, 2799, 2899 and 2999

**Tab Name: Requesters**

This sheet is to setup or “attach” account numbers to APS employees who will be responsible for entering requisitions for purchases in Lawson. Obtain from the Program Administrator and/or the site the employee’s name and employee number for entering requisitions against these funds. You should have received this information on the program questionnaire form.

Once the accounts are setup in Lawson, fill in the Requesters page. This is the 6 digit employee number (if the employee number is less than 6 digits use leading zeros to make six digits), the employee name, the company and AU. Then proceed to Approvers.

If all Requesters are setup, proceed to Approvers. If you are not sure if the requester is setup, you can submit them again. If the grant is already established and you did not have to do steps 1 and 2 (New AU and/or Attach Acct) then they are probably already setup.

Fill in the colored fields on this form (Column A through D starting at line 2) for any new requesters that need to be setup.

A2 thru A100: Enter Requester’s employee number (include leading 0 if applicable)

B2 thru B100: Enter Requester’s Name

C2 thru C100: Enter 4 digit Company number

D2 thru D100: Enter 11 digit Accounting Unit

Email this form to the Business Systems office. For the specific person to email the form to, see the appendix at the back of this manual.

	A	B	C	D	E
1	Request Emp #	Name	Company	Accounting Unit	
2					
3					
4					
5					
6					
7					

**Tab Name: Approvers**

This sheet is to setup or “attach” account numbers to APS employees who will be responsible for approving requisitions for purchases in Lawson. Obtain from the Program Administrator and/or the site the employee’s name and employee number for approving requisitions against these funds at the level of site, control, and program. Fill in the Approvers page. This is the 6 digit employee number (if the employee number is less than 6 digits use leading zeros to make six digits), the employee name, the company and AU. In the last column, “Type” use the drop down arrow to choose the correct approver status. Always set yourself up as the SPOC level. Then proceed to Benefits.

If all Approvers are setup, proceed to Benefits. If you are not sure if the Approver is setup, you can submit them again. If the grant is already established and you did not have to do steps 1 and 2 (New AU and/or Attach Acct) then they are probably already setup.

Fill in the colored fields on this form (Column F through J starting at line 3) for any new approvers that need to be setup.

- F3 thru F251:** Enter Approver’s employee number (include leading 0 if applicable)
- G3 thru G251:** Enter Approver’s Name
- H3 thru H251:** Enter 4 digit Company number
- I3 thru I251:** Enter 11 digit Accounting Unit
- J3 thru K251:** Use dropdown Arrow to complete type of approver

	A	B	C	D	E	F	G	H	I	J
1	This is the section that is to be copied and emailed to Business Systems				Fill in this section					
2	ID	Desc	Value	Task	Emp #	Approver Name	Co	Au	Type	
3	123250	Jon Doe	2127130	Site Administrator	123250	Jon Doe	2401	21271301000	Site Administrator	
4	0		0							
5	0		0							
6	0		0							
7	0		0							
8	0		0							
9	0		0							
10	0		0							
11	0		0							
12	0		0							

Copy A2 thru Dxx and paste into Email to send to Business Systems for setup (see appendix)

ID	Desc	Value	Task
123250	Jon Doe	2127130	Site Administrator
0		0	0

Always include the following:

- Site Admin: Usually the principal or direct supervisor of the requester
- Control Agent: Superintendent assigned to the specific school or Department (see appendix)
- Program Approver: the APS employee responsible for administering the program of the grant
- SPOC: always yourself

Email this form to the Business Systems office. For the specific person to email the form to, see the appendix at the back of this manual.

# Determine Benefits

These pages are to determine the cost of benefits associated with salaries, stipends and Subs. Fill in the colored areas. It can be helpful to enter the company and accounting unit in cells D9 and E9. This will allow you to copy and paste the full account string into the upload page for entry to Lawson. This step is optional as the Request for Budget setup has this automatically.

**Tab Name:** Add Benefits Sheet:— enter all required **COLORED** fields

If you know the person(s) full amount enter it in the colored cell on A12 for Salaries, A15 for Stipends, and/or A18 for Subs and Hourly staff. Be sure if you have FTE associated with the salaries that you enter the FTE in A14. This will calculate the amounts for each benefit.

Company: Enter Company (E8)

Accounting Unit: Enter Accounting Unit (F8)

Salary?: Enter total anticipated Salary amounts for the **AU** (E12)

FTE?: Enter total anticipated FTE for the **AU** (F12)

Stipend Amount: Enter total anticipated Stipend Amount for the **AU** (E15)

Subs or Hourly Amount: Enter total anticipated Sub and Hourly amount for the **AU** (E18)

**Note: a separate sheet must be made for each DIFFERENT AU**

The total to charge to each line item will appear in the orange section at the bottom for printing (fill job class **COLORED** fields) to see specific benefit rates click on the + sign on the far left of the Excel Page to display hidden rows.

INSTRUCTIONS: Enter the amount of the Salary and/or Stipend and/or Substitute/Hourly in the proper <b>ORANGE</b> box to calculate the fixed costs. Don't forget the total FTE for salaries.				
FY 14-15 BENEFIT WORKSHEET				
Company Accounting Unit				
		Can only use 1001 as Function with Substitutes and IC's !!!!!!!		
Full Salaried Persons with Full Benefits				
Salary?	FTE?			
Stipend Amounts				
Stipend Amount				
Substitutes and Hourly Employees				
Sub Amount				
This is for Salaries and HOURLY Amounts				
Grand Total:				
Company	Accounting Unit	Account	Job Class	
Salary and Hourly	0	0	511000	\$ -
Stipend	0	0	513000	\$ -
Substitute	0	0	515000	\$ -
ERA	0	0	521110	\$ -
ERA - Health Care	0	0	521120	\$ -
FICA Taxes	0	0	522100	\$ -
Medicare	0	0	522200	\$ -
Health/Medical Ins.	0	0	523100	\$ -
Life Ins.	0	0	523120	\$ -
Dental Ins.	0	0	523130	\$ -
Vision Ins.	0	0	523140	\$ -
Disability	0	0	523150	\$ -
Unemployment	0	0	525000	\$ -
WC Fee	0	0	527200	\$ -
WC Ins	0	0	527300	\$ -
				\$ -



**Tab Name: Lump Sum Benefits Sheet**— enter all required **COLORED** fields

If you only know the total of the amount that can be spent from the grant that includes benefits, enter the amount in H12 for Salaries, H21 for Stipends and/or H30 for Subs and Hourlies. A number will display in H14, H23 and/or H32 respectively for an estimate of the amount to enter in E13, E23, or E32 respectively. You may have to adjust the number up or down slightly to balance. You can check your balance in cell H16, H25 and/or H34 respectively to the total available. Again, be sure and enter any associated FTE in cell D13.

Company: Enter Company (F7)

Accounting Unit: Enter Accounting Unit (G7)

FTE?: Enter total anticipated FTE for the **AU**(D13)

Salary?: USE H12 to enter the total amount you have, enter the figure from the yellow field H23 into E23 (adjusts as necessary to balance in H25) for the total **AU**

Stipend Amount: USE H30 to enter the total amount you have, enter the figure from the yellow field H32 into D/E23 (adjusts as necessary to balance in H25) for the total **AU**

Sub Amount: USE H30 to enter the total amount you have, enter the figure from the yellow field H32 into D/E32 (adjusts as necessary to balance in H34) for the total **AU**

**Note: a separate sheet must be made for each DIFFERENT AU**

The total to charge to each line item will appear in the orange section at the bottom for printing (fill job class **COLORED** fields) to see specific benefit rates click on the + sign on the far left of the Excel Page to display hidden rows.

**INSTRUCTIONS:** Enter the amount of the Salary and/or Stipend and/or Substitute/Hourly in the proper **COLORED** box to calculate the fixed costs. Don't forget the total FTE for salaries. You can also enter the acct number on to or from

**FY 14-15 BENEFIT WORKSHEET**  
Only work one cost account at a time

Company Accounting Unit Can only use 1003 as function with substitutes and H's 10111

**Full Salaried Persons with Full Benefits**

<b>FTE?</b>	<b>Salary \$</b>	Total Cost:
		TRY this:
		\$ -
		Check:
		\$ -

**Stipends or Any person NOT taking Medical/Life/Dental/vision/Disability**

<b>Stipend \$</b>	Total Cost:
	TRY this:
	\$ -
	Check:
	\$ -

**Substitutes and Hourly Employees**

<b>Sub/Hrly \$</b>	Total Cost:
	TRY this:
	\$ -
	Check:
	\$ -

**Grand Total:**

	Company	Accounting Unit	Account	Job Class	
Salary and Hourly	0	0	511000		\$ -
Stipend	0	0	511000		\$ -
Substitute	0	0	511000		\$ -
ERA	0	0	521110		\$ -
ERA-Health Care	0	0	521150		\$ -
FICA Taxes	0	0	522100		\$ -
Medicare	0	0	522200		\$ -
Health/Medical Ins.	0	0	523110		\$ -
Life Ins.	0	0	523120		\$ -
Dental Ins.	0	0	523130		\$ -
Vision Ins.	0	0	523140		\$ -
Disability	0	0	523150		\$ -
Unemployment	0	0	523200		\$ -
WC Fee	0	0	527000		\$ -
WC Ins	0	0	527300		\$ -
					\$ -

This is for Salaries and HOURLY Amounts      This is NOT for Hourly employees

## Other Tabs

**Tab Name:** IDC-Audit: enter all required *COLORED* fields

To estimate the IDC/Audit associated with the Grant. This page calculates the amount that is charged to the grant for audit and indirect costs. Be sure the grant allows this charge. Most grants do allow it; however, some grants strictly forbid it or have limitations on the amount. Always follow the guidance of the grant. Enter data into the colored fields. You will have calculations in the two boxes indicating the amount to budget.

	A	B	C	D
1				
2		2014-2015		
3	Indirect cost rate	2.26%		
4				
5	Enter total grant amount			
6	Enter total amt for all Fixed Assets over \$5000			
7	Net Applicable to IDC	\$ -		
8				
9	<b>TOTAL INDIRECT COST</b>	<b>\$ -</b>		
10		537130		
11				
12				
13	<b>Audit</b>	<b>\$ -</b>		
14		534110		
15				
16				
17				

**Tab Name:** Award Personnel (future use)

**Tab Name:** Grant Employee (future use)

# Budget Setup

**Tab Name:** *FB40 APPROVED –BOY-Budget 1* enter all required **COLORED** fields

This sheet is used to setup your budget for upload into Lawson at the **BEGINNING OF THE YEAR ONLY**. This page is to establish the Beginning of the year budget. Lawson carries two budgets, budget 1 and budget 2. Budget 1 is the originally approved starting budget for the year. This is determined through estimating closing amounts in the grants and re-establishing budget for July 1. This will be covered in full detail later in this manual. Only fill in colored areas.

Column D is a number you obtain from the FB40 screen in Lawson. Screen shots on page 41. Enter company, fiscal year, budget = 2 N default, then click on New Journal Entry in the middle of the screen. A second Screen will display.

In the description area of FB40.2 (gray area) indicated in second screen shot on page 41, enter the Coding: Approved-1-PRG-int-anything you want. Where the “approved-1” is constant, the PRG = Grant number, the int = your initials. For example: approved-1-101-TS-new award.

- G5:** Enter your initials
- A8 thru A##:** Enter company number
- D8 thru D##:** Enter FB40 JE number (obtained from Lawson)
- G8 thru G##:** Enter Accounting Units
- H8 thru H##:** Enter Accounts
- I8 thru I##:** Enter Sub accounts
- J8 thru J##:** Enter FTE (511000 accounts only!!)
- K8 thru K##:** Enter Budget Amount
- M8 thru M##:** Enter any short description you wish

Upload into Lawson using Add-ins (see uploading budgets on page 44), Release and Post.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2							Can use this uwf file on the U drive: Same Function Transfers ONLY						
3													
4													
5				Enter your Initials here									
6													Your personal Desc (short!)
7	Company	YEAR	BUDGET	JE#	FC	PERIOD	ACCOUNTING UNIT	ACCOUNT	SUB ACCT	FTE	AMOUNT	Upload Desc DESCRIPTION	
8		2015	1		A	1						approved-1--	
9		2015	1		A	1						approved-1--	
10		2015	1		A	1						approved-1--	
11		2015	1		A	1						approved-1--	
12		2015	1		A	1						approved-1--	
13		2015	1		A	1						approved-1--	
14		2015	1		A	1						approved-1--	
15		2015	1		A	1						approved-1--	

**Tab Name:** FB40 APPROVED –BOY-Budget 2 enter all required **COLORED** fields

This sheet is used to setup your budget for upload into Lawson at the **BEGINNING OF THE YEAR ONLY**. This page is to establish the Beginning of the year budget. Lawson carries two budgets, budget 1 and budget 2. Budget 2 is the originally approved starting budget for the year. This budget will change throughout the year, but has to start out **EXACTLY** like budget 1. This whole page will auto fill from the previous tab except the JE number.

Cell D8 is a number you obtain from the FB40 screen in Lawson. Screen shots on page 41. Enter company, fiscal year, budget = 2 N default, then click on New Journal Entry in the middle of the screen. A second Screen will display.

In the description area of FB40.2 (gray area) indicated in second screen shot on page 41, enter the Coding: Approved-2-PRG-int-anything you want. Where the “approved-2” is constant, the PRG = Grant number, the int = your initials. For example: approved-2-101-TS-new award.

Upload into Lawson using Add-ins (see uploading budgets on page 44), Release and wait to Post until **JULY 1st**.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2							Can use this uwf file on the U drive: Same Function Transfers ONLY						
3													
4													
5	Enter your Initials here												
6													
7	Company	YEAR	BUDGET	JE#	FC	PERIOD	ACCOUNTING UNIT	ACCOUNT	SUB ACCT	FTE	AMOUNT	Upload Desc DESCRIPTION	Your personal Desc (short!)
8		2015	2		A	1						approved-2---	
9		2015	2		A	1						approved-2---	
10		2015	2		A	1						approved-2---	
11		2015	2		A	1						approved-2---	
12		2015	2		A	1						approved-2---	
13		2015	2		A	1						approved-2---	

**Tab Name:** FB40-Inc or Dec: enter all required **COLORED** fields

This sheet is used to make changes to the budget throughout the year for upload into Lawson when a Revenue account is used. With any increase or decrease that involves the use of a revenue account, use information from the program office (budget setup sheet) to complete. Only fill in colored areas. Column D is a number you obtain from the FB40 screen in Lawson. Screen shots below. Enter company, fiscal year, budget = 2 N default, then click on New Journal Entry in the middle of the screen. A second Screen will display.

In the description area of FB40.2 (gray area) indicated in second screen shot on page 41, enter the Coding: 3-PRG-int-anything you want. Where the 3 is constant, the PRG = Grant number, the int = your initials. For example: 3-101-TS-new award.

Back to the spread sheet: **Column F** is the current period. For APS the Periods begin in July and end in June so July is 1 and June is 12—ALWAYS USE LEADING ZEROS. (**Jul =01, Aug =02, Sep=03.....May=11, Jun=12**)

- G1:** Enter your initials
- A4 thru A##:** Enter company number
- D4 thru D##:** Enter FB40 JE number (obtained from Lawson)
- F4 thru F##:** Enter current Period (see periods above)
- G4 thru G##:** Enter Accounting Units
- H4 thru H##:** Enter Accounts
- I4 thru I##:** Enter Sub accounts
- J4 thru J##:** Enter FTE (511000 accounts only!!)
- K4 thru K##:** Enter Budget Amount
- M4 thru M##:** Enter any short description you wish

Upload into Lawson using Add-ins (see uploading budgets on page 44), Release and Post.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1			Enter your Initials here						Increase or Decrease ONLY				Your personal Desc (short!)
2													Enter BAR #
3	<b>Company</b>	<b>YEAR</b>	<b>BUDGET</b>	<b>JE#</b>	<b>FC</b>	<b>PERIOD</b>	<b>ACCOUNTING UNIT</b>	<b>ACCOUNT</b>	<b>SUB ACCT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>Upload Desc DESCRIPTION</b>	
4		2015	2		A							3--	
5		2015	2		A							3--	
6		2015	2		A							3--	
7		2015	2		A							3--	
8		2015	2		A							3--	
9		2015	2		A							3--	
10		2015	2		A							3--	
11		2015	2		A							3--	

**Tab Name:** FB40-Transfers-same enter all required **COLORED** fields

Upon receiving a transfer form use the following tab to create the upload for Lawson.

The form is titled 'REQUEST FOR BUDGET TRANSFER' and is from 'ALBUQUERQUE PUBLIC SCHOOLS'. It includes a list of 'Company/Fund' options such as 1100 Operational, 1300 Transportation, 1400 Textbook, 2100 Food Services, 2200 Athletics, 3110 GO Bond, 3130 Sp. Capital Local, 3140 Sp. Capital Legislative, 3160 HB33, 3170 SB 9, 3210 Capital Outlay 20%, 4100 Debt Services, 6001 KANW, 7102 Construction Services, 7202 Insurance, and Grants. Below this is a table with columns for 'FROM' and 'TO' accounting units, each with sub-columns for 'ACCOUNTING UNIT', 'ACCOUNT', 'SUB ACCT.', 'DESCRIPTION', and 'AMOUNT'. A 'TOTAL' field is provided at the bottom of the table with a note: '(If total amount is over \$10,000, control agent signature is required.)'. The form also includes signature lines for 'Name of Originator', 'Department Manager/Principal', and 'Control Agent', each with a 'Date' field. There are also fields for 'DATE APPROVED' and 'DATE REJECTED/REASON'. A note at the bottom says 'DO NOT SEPARATE COPIES - SEND ALL TO BUDGET OFFICE'. The form is dated 'REVISED 09/09' and has a 'PRINTED BY' field.

This excel sheet is used to make changes to the budget throughout the year for upload into Lawson. This sheet is for any adjustment in funding between expense accounts that are in the SAME function (1xxx to 1xxx or 2xxx to 2xxx). For example, someone wants to move budget from supplies to training. This will be provided to you through budget transfer sheets from the program offices. Only fill in colored areas.

Column D is a number you obtain from the FB40 screen in Lawson. Screen shots on page 41. Enter company, fiscal year, budget = 2 N default, then click on New Journal Entry in the middle of the screen. A second Screen will display.

In the description area of FB40.2 (gray area) indicated in second screen shot on page 41, enter the Coding: 1-PRG-int-anything you want. Where the 3 is constant, the PRG = Grant number, the int = your initials. For example: 1-101-TS-new award.

Back to the spread sheet: **Column F** is the current period. For APS the Periods begin in July and end in June so July is 1 and June is 12—ALWAYS USE LEADING ZEROS. (**Jul =01, Aug =02, Sep=03.....May=11, Jun=12**)

**G1:** Enter your initials

**A4 thru A##:** Enter company number

**D4 thru D##:** Enter FB40 JE number (obtained from Lawson)

**F4 thru F##:** Enter current Period (see periods above)

**G4 thru G##:** Enter Accounting Units

**H4 thru H##:** Enter Accounts

**I4 thru I##:** Enter Sub accounts

**J4 thru J##:** Enter FTE (511000 accounts only!!)

**K4 thru K##:** Enter Budget Amount

**M4 thru M##:** Enter any short description you wish

Upload into Lawson using Add-ins (see uploading budgets on page 44), Release and Post.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Enter your initials here							Same Function Transfers ONLY				Upload Desc DESCRIPTION		
2														
3	Compa	YE	BUDG	J	F	PERIC	ACCOUNTING UN	ACCOU	SUB ACCT	FTE	AMOUNT			Comments
4		2015	2		A								1---	
5		2015	2		A								1---	
6		2015	2		A								1---	
7		2015	2		A								1---	
8		2015	2		A								1---	
9		2015	2		A								1---	
10		2015	2		A								1---	

Once the upload is complete list in the bottom of the transfer page the upload #, your initials and the date completed. File the White copy; send the yellow copy to the program office and the pink copy to the requester

Justification Required		TOTAL _____ (If total amount is over \$10,000, control agent signature is required.)	
_____			
_____			
Requester _____			
x _____	Date _____	x _____	Date _____
Name of Originator _____	Date _____	Department Manager/Principal _____	Date _____
Phone Number & Ext. _____		Control Agent _____	Date _____
DO NOT SEPARATE COPIES - SEND ALL TO BUDGET OFFICE			
FOR BUDGET OFFICE USE ONLY:		DATE APPROVED _____	DATE REJECTED/REASON _____
DOC I.D. _____	DATE IN _____	DATE OUT _____	ANALYST _____ JE _____
REVISED 09/09			*For use for capital funds only
			PRINTED BY _____

**Tab Name:** FB40-crosTrans-bulk-1 site only enter all required **COLORED** fields  
 Upon receiving a transfer form use the following tab to create the upload for Lawson.

FY \_\_\_\_\_ - \_\_\_\_\_ REQUEST FOR BUDGET TRANSFER  
 SCHOOL/DEPARTMENT NUMBER \_\_\_\_\_ SCHOOL/DEPARTMENT NAME \_\_\_\_\_

Company/Fund (Please Check One)     1100 Operational     2200 Athletics     3160 HB33     6001 KANW  
 1300 Transportation     3110 GO Bond     3170 SB 9     7102 Construction Services  
 1400 Textbook     3130 Sp. Capital Local     3210 Capital Outlay 20%     7202 Insurance  
 2100 Food Services     3140 Sp. Capital Legislative     4100 Debt Services     \_\_\_\_\_ Grants (Please Specify)

FROM					TO			
ACCOUNTING UNIT	ACCOUNT	SUB ACCT.	DESCRIPTION	AMOUNT	DESCRIPTION	ACCOUNTING UNIT	ACCOUNT	SUB ACCT.
ACTIVITY *	ACCT. CATEGORY	FTE				ACTIVITY *	ACCT. CATEGORY	FTE
ACCOUNTING UNIT	ACCOUNT	SUB ACCT.	DESCRIPTION	AMOUNT	DESCRIPTION	ACCOUNTING UNIT	ACCOUNT	SUB ACCT.
ACTIVITY *	ACCT. CATEGORY	FTE				ACTIVITY *	ACCT. CATEGORY	FTE
ACCOUNTING UNIT	ACCOUNT	SUB ACCT.	DESCRIPTION	AMOUNT	DESCRIPTION	ACCOUNTING UNIT	ACCOUNT	SUB ACCT.
ACTIVITY *	ACCT. CATEGORY	FTE				ACTIVITY *	ACCT. CATEGORY	FTE
ACCOUNTING UNIT	ACCOUNT	SUB ACCT.	DESCRIPTION	AMOUNT	DESCRIPTION	ACCOUNTING UNIT	ACCOUNT	SUB ACCT.
ACTIVITY *	ACCT. CATEGORY	FTE				ACTIVITY *	ACCT. CATEGORY	FTE
ACCOUNTING UNIT	ACCOUNT	SUB ACCT.	DESCRIPTION	AMOUNT	DESCRIPTION	ACCOUNTING UNIT	ACCOUNT	SUB ACCT.
ACTIVITY *	ACCT. CATEGORY	FTE				ACTIVITY *	ACCT. CATEGORY	FTE

TOTAL \_\_\_\_\_ (If total amount is over \$10,000, control agent signature is required.)

Justification Required \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_  
 Name of Originator    Phone Number (if Ext.)    Department Manager/Principal    Control Agent

**DO NOT SEPARATE COPIES - SEND ALL TO BUDGET OFFICE**

FOR BUDGET OFFICE USE ONLY:    DATE APPROVED \_\_\_\_\_    DATE REJECTED/REASON \_\_\_\_\_

DOC I.D. \_\_\_\_\_    DATE IN \_\_\_\_\_    DATE OUT \_\_\_\_\_    ANALYST \_\_\_\_\_    JE \_\_\_\_\_    \*For use for capital funds only

REVISED 09/09    PRINTED BY \_\_\_\_\_

This excel sheet is used to make changes to the budget throughout the year for upload into Lawson. This sheet is for any adjustment in funding between expense accounts that have different functions (1xxx to 2xxx or 2xxx to 1xxx). For example, someone wants to move budget from teacher salaries to secretary salary. This will be provided to you through budget transfer sheets from the program offices. Only fill in colored areas.

There are two steps to this type of transfer:

1. This first step or side is to take the budget out of the account that the requester is moving from and place it in a holding account. Budget cannot be moved between functions without board and PED approval. By moving the budget to a holding account, it keeps the program from spending the funds while waiting for approval. We use this entry to send a report to the board on a monthly basis for approval. Once the board approves it, a specialist enters the transfer in OBMS and we await PED approval. This first step is loaded, released and posted in Lawson.
2. The second step or side to this is to move the budget from the holding account into the accounts desired by the program. We load and release in Lawson at the same time as step 1, but we do not post until we receive approval from PED.

Step 1 instructions:

Column D is a number you obtain from the FB40 screen in Lawson. Screen shots on page 41. Enter company, fiscal year, budget = 2 N default, then click on New Journal Entry in the middle of the screen. A second Screen will display.

In the description area of FB40.2 (gray area) indicated in second screen shot on page 41, enter the Coding: 2-PRG-int-anything you want. Where the 2 is constant, the PRG = Grant number, the int = your initials. For example: 2-101-TS-new award.



Back to the spread sheet: **Column F** is the current period. For APS the Periods begin in July and end in June so July is 1 and June is 12—ALWAYS USE LEADING ZEROS. (**Jul =01, Aug =02, Sep=03.....May=11, Jun=12**)

Columns A, B, & C are hidden with coding for the upload

**G1:** Enter your initials

**D7:** Enter FB40 JE number (obtained from Lawson)

**E7:** Enter current Period (see periods above)

**F7:** Enter company number

**G8 thru G##:** Enter Accounting Units

**H8 thru H##:** Enter Accounts

**I8 thru I##:** Enter Sub accounts

**J8 thru J##:** Enter FTE (511000 accounts only!!)

**K8 thru K##:** Enter Budget Amount

**M7 thru M##:** Enter any short description you wish

Upload into Lawson using Add-ins (see uploading budgets on page 44), Release and Post.

D	E	F	G	H	I	J	K	L	M
1	Enter your initials here			CROSS Function Transfers ONLY					Your personal Desc (short!)
2									
3									
4								Upload Desc	
5									
6				FROM----- <b>POST IMMEDIATELY</b>					
7	JE#	PERIC	Company	ACCT UNIT	ACCOUNT	SUB ACCT	FTE	AMOUNT	DESCRIPTION
8	0	0	0	2180	559150			0	2--
9	0	0	0						2--
10	0	0	0						2--
11	0	0	0						2--

Step 2 instructions:

Column R is a number you obtain from the FB40 screen in Lawson. Screen shots on page 41. Enter company, fiscal year, budget = 2 N default, then click on New Journal Entry in the middle of the screen. A second Screen will display.

In the second screen gray area indicated in second screen shot on the next page enter the Coding: 2-PRG-int-anything you want. Where the 2 is constant, the PRG = Grant number, the int = your initials. For example: 2-101-TS-new award.

Columns A, B, & C are hidden with coding for the upload

Columns D thru Q are for the first step

**G1:** Enter your initials (should already be there from step 1)

**R7:** Enter FB40 JE number (obtained from Lawson)

**S7:** Will autofill from E7

**T7:** Will autofill from F7

**U8 thru U##:** Enter Accounting Units

**V8 thru V##:** Enter Accounts

**W8 thru W##:** Enter Sub accounts

**X8 thru X##:** Enter FTE (511000 accounts only!!)

**Y8 thru Y##:** Enter Budget Amount

Upload into Lawson using Add-ins (see uploading budgets on page 44), Release ONLY

	Q	R	S	T	U	V	W	X	Y	Z	AA
1	<b>RELEASE BUT DO NOT POST UNTIL PED APPROVAL</b>										
2											
3	USE UPLOAD NAMED CROSS-2.uwf										
4											Upload Desc
5	<b>TO-RELEASE DO NOT POST UNTIL PED APPROVAL</b>										<b>0</b>
6	JE#	PERIC	Company	ACCT UNIT	ACCOUNT	SUB ACCT	FTE	AMOUNT	DESCRIPTION		
7		0	0	2180	559150	0	0	0	2---		
8		0	0						2---		
9		0	0						2---		
10		0	0						2---		
11		0	0						2---		
12		0	0						2---		

MUST  
BE ZERO

Upon approval by PED, post using FB45

Once the upload is complete list in the bottom of the transfer page the upload #, your initials and the date completed. File the White copy; send the yellow copy to the program office and the pink copy to the requester

Justification Required		TOTAL _____ (if total amount is over \$10,000, control agent signature is required.)	
<b>Requester</b>			
X _____	_____	X _____	_____
<small>Name of Originator</small>	<small>Date</small>	<small>Department Manager/Principal</small>	<small>Date</small>
<small>Phone Number &amp; Ext.</small>		<small>Control Agent</small>	<small>Date</small>
<b>DO NOT SEPARATE COPIES - SEND ALL TO BUDGET OFFICE</b>			
FOR BUDGET OFFICE USE ONLY:		DATE APPROVED _____	DATE REJECTED/REASON _____
DOC I.D. _____	DATE IN _____	<b>DATE OUT _____</b>	ANALYST _____ JE _____
<small>REVISED 09/09</small>			<small>*For use for capital funds only</small>
			<small>PRINTED BY</small>

# FB40 & FB45 Screen shots

FB40 to create Budget entry and obtain #

**Budget Journal Entry (FB40.1)**

>> + Add Change Previous ? Inquire Next | Inquire v

Company 2499 OTHER FEDERAL FLOW-THRU Status  
 Fiscal Year 2015  
 Budget 2 Adjusted Budget USD  
 Adjustment Code  
 Type, Journal N

Enter company number  
 Enter year  
 Enter Budget 1 or 2 (1 at beginning of year ONLY)  
 Enter Type = N  
 Click on "New Journal Entry"

Position To

New Journal Entry Speed Entry Totals

FC	Co	Bud	Prd	Account	Amount	Units
				SC		
				Desc		
				SC		
				Desc		

Journal Entry Net Amount  
 Journal Entry Net Units

**Define Budget Journal (FB40.2)**

Back Detach >> + Add Change - Delete Previous ? Inquire Next | Inquire v

Company 2499 OTHER FEDERAL FLOW-THRU  
 Fiscal Year 2015  
 Budget 2 Adjusted Budget USD  
 Adjustment Code  
 Type, Journal N 3-101-tas-increase-BAR 10S  
 Description Default Journal Header

Type in Description as described in steps earlier in this section of the manual  
 Then click Add

Copy

**Budget Journal Entry (FB40.1)**

>> + Add Change Previous ? Inquire

It creates the JE #

Company 2499 OTHER FEDERAL FLOW-THRU  
 Fiscal Year 2015  
 Budget 2 Adjusted Budget  
 Adjustment Code  
 Type, Journal N 24

Upload the budget then release the entry (See uploading budgets on page)

**Budget Journal Entry (FB40.1)**

Company: 2499 OTHER FEDERAL FLOW-THRU  
 Fiscal Year: 2015  
 Budget: 2 Adjusted Budget USD  
 Status: History  
 Adjustment Code: 24 3-418-MC-255 TRANSFER  
 Type, Journal: N  
 Position To:

SC Desc  
 Journal Entry Net Amount: .00  
 Journal Entry Net Units: .00

*Be sure entry balances to zero then release*

FB45 to post the entry

**Budget Journal Control (FB45.1)**

Company: 2499 OTHER FEDERAL FLOW-THRU  
 Fiscal Year: 2015  
 Budget: 2 Adjusted Budget USD  
 Filter Position To

*Fill in Company, Year and Budget Number then click on "Filter"*

**Filter (FB45.2)**

Status: 1 Released  
 Adjustment Code:

*Choose Released and click OK*

**Budget Journal Control (FB45.1)**

Company: 2499 OTHER FEDERAL FLOW-THRU  
 Fiscal Year: 2015  
 Budget: 2 Adjusted Budget USD  
 Filter \* Position To

FC	Adj Code	Type, Journal	Description	Control Amount	Desc Default
Released		N	2-654-MTC-BT 1415-076		
Operator: APSLSFPROD\116692				600.00	
Operator					

*Change FC to Post and Click Change*

# Uploading Budgets

There are several uwf files for uploads to Lawson. They are located in the files with the main spreadsheet:

Budgets: U:\Categorical Programs\\_School Year 20xx-20xx\Forms xx-xx

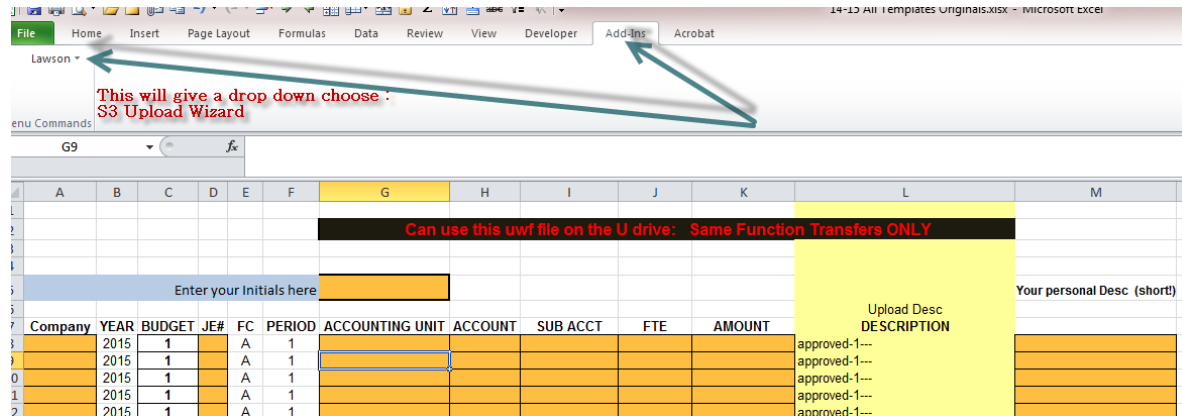
UWF File	Spreadsheet Tab
FB40-Inc or Dec-upload results in column N	FB40-Inc or Dec
FB40-Transfers-cross-1-upload results in column Q	FB40-CrosTrans-bulk-1 site only (left side of sheet)
FB40-Transfers-cross-2-upload results in column AB	FB40-CrosTrans-bulk-1 site only (right side of sheet)
FB40-Transfers-same-upload results in column N	FB40-APPROVED-BOY-Budget 1
FB40-Transfers-same-upload results in column N	FB40-APPROVED-BOY-Budget 2
FB40-Transfers-same-upload results in column N	FB40-Transfers-same

Open the spread sheet needing uploading. Be sure it is the ONLY excel file open and it is open to the correct tab.

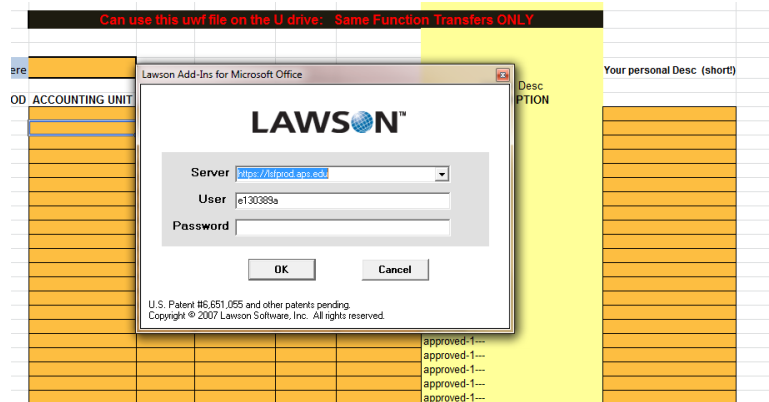
Click on the Add-Ins tab at the top of the excel screen

Click on the dropdown arrow next to Lawson on the top left of screen

Click on S3 Upload Wizard



Lawson sign in box appears:



In the SERVER field, choose or type: <https://lsfprod.aps.edu>

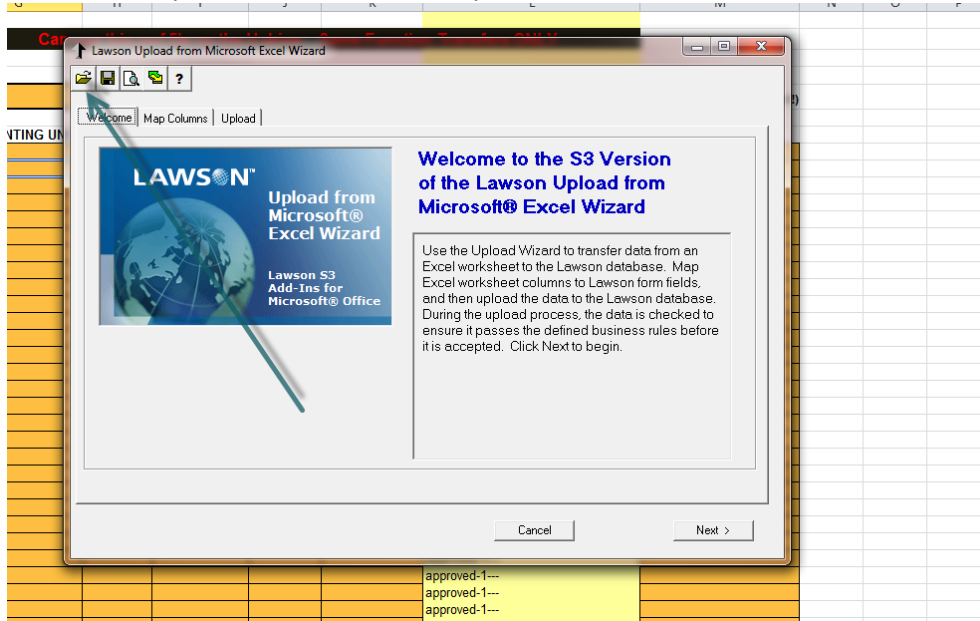
In the USER field enter your Lawson user name (your employee number preceded with an “e” and ending with an “a”. For example: e111555a)

In the PASSWORD field, enter your Lawson Password

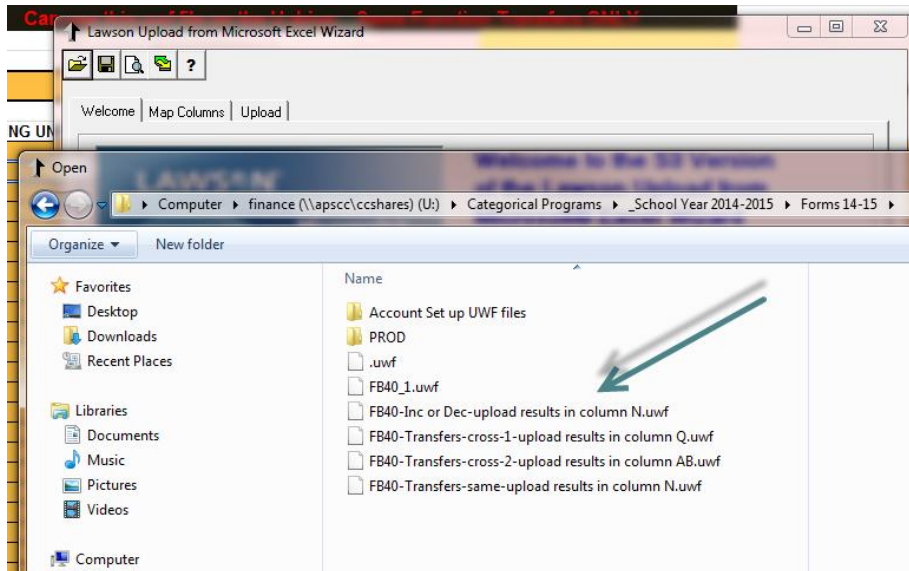
Click OK

When the new screen appears:

Click on the Open Folder icon on the top left

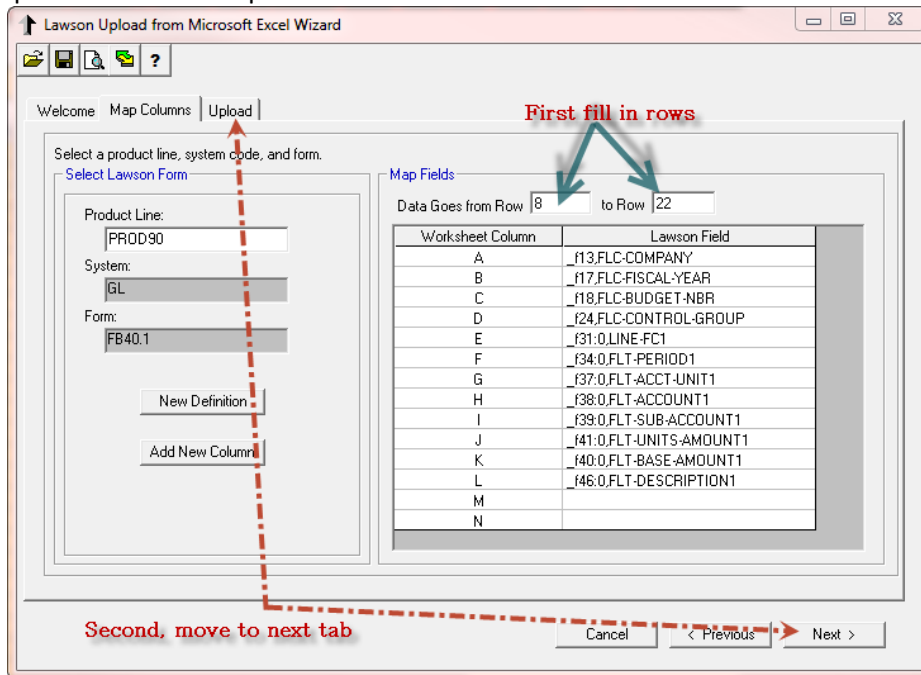


Click on the appropriate uwf file for this upload according to the chart on page 44.

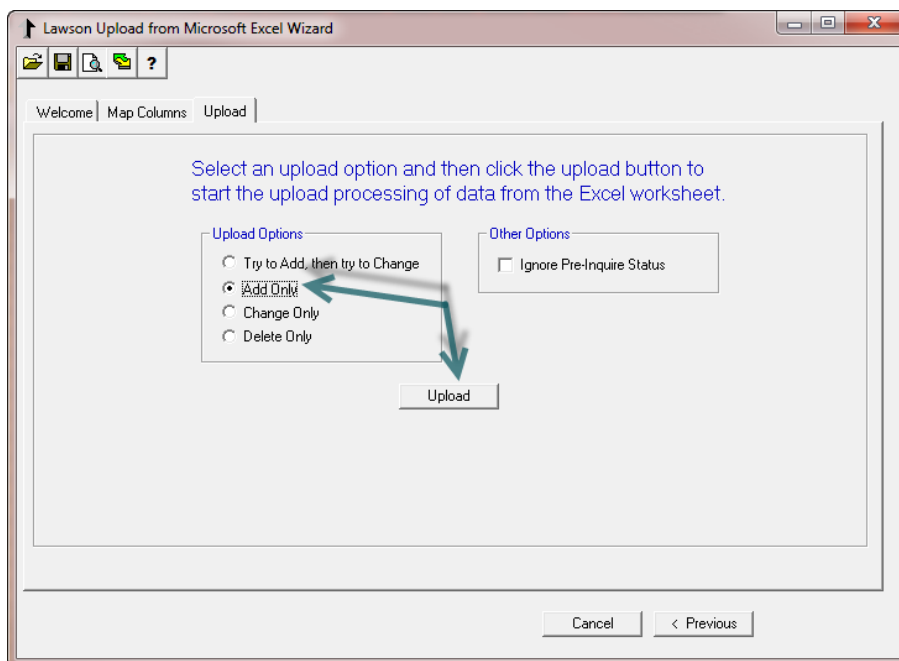


Once this loads: in the Map fields area enter the row numbers that you need to upload the data from. For example rows 8 thru 22

Click on the "Upload" tab at the top or click "Next" at the bottom

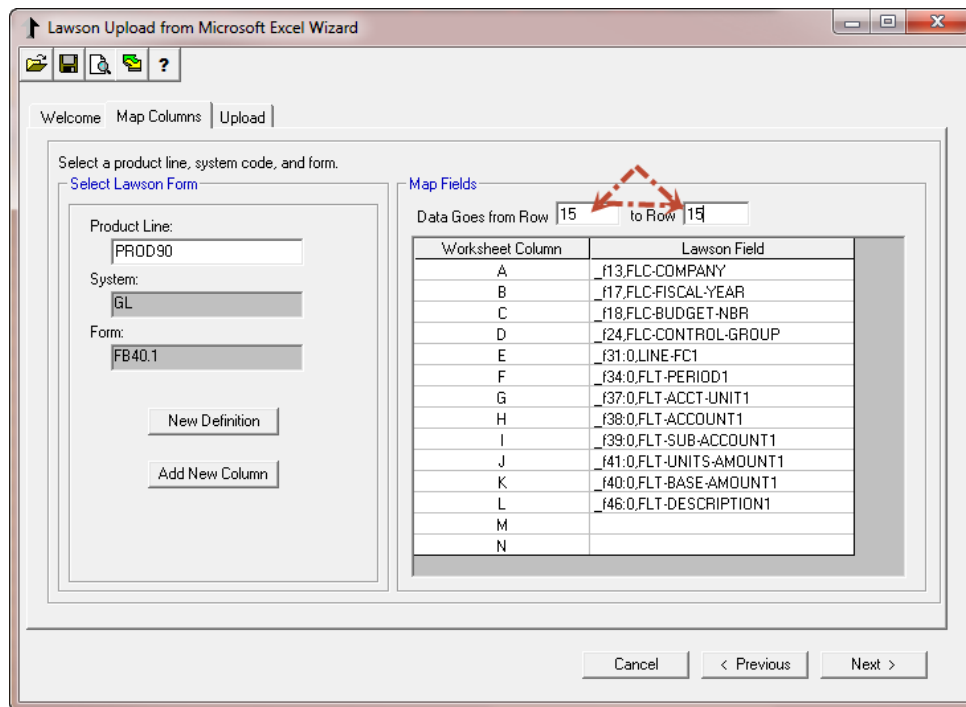


Choose "Add Only" then click "Upload."



The upload will display the results in the excel spread sheet in the column in the name of the UWF file. For example on the uwf file; FB40-Transfers-same-upload results in column N the results will display in Column N on the respective lines.

If the message is anything except “Add – Complete Continue” research the error and make the corrections to that line **ONLY**. Then repeat the steps above **ONLY ON THE LINES YOU CHANGED!!!! IT WILL DUPLICATE LINES!!!**



After all lines have been successfully loaded go to the FB40 screen to verify all entries loaded and balanced then release and post as appropriate (see page 41 for screen shots).

**Email a completed copy of the upload to the assigned specialist:**

Billing Specialist: Companies 2401, 2406, 2499 and 2599

Staffing Specialist: Companies 2699, 2799, 2899 and 2999



# Specialist Budget Setup

Prepare file for entry to OBMS through the BAR (Budget Adjustment Request process

Enter in OBMS

Submit through OBMS the BAR to Accounting Manager before the board date listed on the board doc form

Monitor OBMS for Approval Date

Notify Technician when PED Approved (or denied etc.)

# Accounting Manager Budget Setup

Verify BAR is entered correctly in OBMS

Submit BAR to next level in OBMS for Director's approval

# Director Budget Setup

Verify BAR is entered correctly in OBMS

Approves SP level of BAR in OBMS (this routes it back to the accounting manager)

# Accounting Manager Budget Setup

If BAR is approved by the board, enter the board approval date

Submit to PED for processing approval

# Human Resources and Payroll

## **RTA (Request to Advertise):**

Requests to advertise are forms filled out by a hiring manager/principal for open positions. This form contains information about the funding source. For grant funded positions, the RTA is submitted from HR to the Grant Technician for verification of budget and compliance.

Steps for approving an RTA (image next page):

1. Verify that position is allowable in the grant
2. Verify that position is vacant (look at form for Previous Employee)
3. Verify (and/or make corrections) that cost account information is correct.
4. Verify FTE is allowable
5. Verify that budget is available
6. Initial in left margin next to the account number
7. Submit to Staffing Specialist (keep copy if desired)



## Request to Advertise Position (RTA)

**NOTE** Please use Arial 12 pt black font bold only. Enter Date, use TAB key, then → right arrow key to fill out fields.

<b>Date:</b> 08/20/12		<b>Position Name:</b> Accounting Manager	
<b>Location Name:</b> Grant Management		<b>Location Number:</b> 32	
<b>Salary Schedule/Level:</b> MSE4	<b>Work Days/Year:</b> 260	<b>Hours/Day:</b> 8	
<b>Short Term: (Y or N):</b> N	<b>If yes, reason:</b>		
<b>New Ad (Y or N):</b> Y	<b>Re-Ad: (Y or N):</b>	<b>If Re-Ad, Job Code #:</b>	
<b>Person to contact:</b> Teresa Scott		<b>Phone:</b> 880-3777	
<b>E-mail:</b> <a href="mailto:scott.teresa@aps.edu">scott.teresa@aps.edu</a>			
<b>Request to Advertise</b> (at your department's expense) <b>in the Albuquerque Journal: (Yes or No):</b>			
<b>If yes, Cost Account for Albuquerque Journal Ad:</b>			
<b>New Position (Y or N):</b> N	<b>If no, Previous Employee Name:</b> Teresa Scott		
<b>Last Work Day:</b> 08/10/12	<b>Reason for Leaving:</b> Position Change		
<b>Submitted by:</b> Teresa Scott		<b>Location:</b> 32	
<b>Control Agent/Authorizing Superintendent:</b>			
<b>Human Resources Administrator:</b>		<b>Date:</b> 08/20/12	
<b>Mark with X and Highlight FTE:</b> ____ .25 ____ .50 ____ .75 <u>X</u> 1.0 ____ Other			

<b>REQUIRED:</b> Please enter Cost Account/s and FTE % below.					<b>For HR/Budget &amp; Grants Use Only</b>		
Fund	Account Unit	Acct	Sub Acct	FTE %	Position Code	B/G Approval/Denial	Date
1100	21809502500	511000	1220	100	032MSSPCCP12		

**HR/Budget & Grants Use Only:**

Use standard advertisement:  Yes  No (If No, please fill out information below or attach your preferred advertisement which must include the information below.)

- **Required** education, licensure, certification, experience and/or skills:
- **Preferred** education, experience, knowledge, skills and/or abilities:
- **Main** responsibilities:

HR Use Only

**Job Code Number:** \_\_\_\_\_

**Staffer/Consultant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Staffing Specialist

## RTA (Request to Advertise)

Verify and/or enter Position Code  
Verify previous employee exiting status  
Initial in appropriate area, date  
Submit to HR (keep copy if desired)

# Human Resources and Payroll

## **ERF (Employee Request for Change):**

Employee Request for Change can be used for many different purposes. The Grant Technician's main purpose in this process is to ensure the cost account is accurate, the position is allowable and there is budget. For grant funded positions, the ERF is submitted from HR to the Grant Technician for verification of budget and compliance.

Steps for approving an ERF (image next page):

1. Verify that position is allowable in the grant
2. Verify that position is vacant (look at form for Previous Employee)
3. Verify (and/or make corrections) that cost account information is correct.
4. Verify FTE is allowable
5. Verify that budget is available
6. Initial in left margin next to the account number
7. Submit to Staffing Specialist (keep copy if desired)



### APS Employee Request Form (ERF)

**Highlight & Bold those that apply:**  New Employee  Former Employee  Short Term Rehire  Voluntary Transfer  Transfer within location  
 Administrative Transfer  Intern  Transfer/Promotion  New Allocation  Leave Reinstatement  Change of Status  **Cost Account Change**  
 STARS Change  Termination  Return to Work (Post-retirement only) **NOTE:** Enter Date, use TAB key, then → right arrow key to fill out fields

<b>Date:</b> 01/04/12		<b>Name:</b> Jon Doe		<b>Employee Number:</b> 111125				
<b>Applicant Phone:</b>		<b>Applicant Phone:</b>		<b>E-mail:</b>				
<b>Position 1:</b> HS Retention Grant		<b>Position 2:</b> Medicaid Grant		<b>From:</b> EMSI				
<b>Subject 1:</b> this one is correct in CT13		<b>Subject 2:</b> Needs change		<b>To:</b> Medicaid effective 7/01/11				
<b>Loc Name 1:</b> Grant Management		<b>Loc Name 2:</b>		<b>New Position (Yes or No):</b> No				
<b>Loc Number 1:</b> 032		<b>Loc Number 2:</b>		<b>Replacing:</b>				
<b>Supv @ Loc 1:</b>		<b>Supv @ Loc 2:</b>		<b>Reason for leaving:</b>				
<b>Supv Phone 1:</b>		<b>Supv Phone 2:</b>		<b>Applicant Related to anyone at site (Y or N):</b>				
Mark with an X and Highlight FTE: <input type="checkbox"/> .25 <input type="checkbox"/> .50 <input type="checkbox"/> .75 <input checked="" type="checkbox"/> 1.0 <input type="checkbox"/> Other <span style="float: right;">For HR/B/G Use Only</span>								
	Fund	Acct Unit	Acct	Sub Acct	FTE%	Position Code	B/G	Date
<b>Position 1</b>	2999	21808332100	511000	1217	60%	032PSTECGB12		
<b>Position 2</b>	2599	21504402100	511000	1217	40%	032PSTECGM13		

**BELOW TO BE COMPLETED BY HUMAN RESOURCES STAFFING DEPARTMENT**

Regular employee:		Short-term assignment:		Short-term employee: S1 ___ S2 ___	
1	No evidence has been provided of the appropriate trade license(s) required for the position. (MSU only)				
2	Employment begins after 9:00 a.m. on the first reporting day for teachers. (Schedule "A" employees only)				
3	The position is funded by monies other than the operational budget.				
4	The person being replaced is currently on leave.				
5	Appointment is to a temporary teaching, management, or administrative position.				
6	The increase in part-time work schedule contract is temporary in nature.				
7	I have been employed pending completion of NMTA and receiving a regular license from the New Mexico Public Education Dept. (PED).				
8	I have been employed pending a license/endorsement from the PED.				
9	I have been employed pending an alternative/intern license/endorsement from the PED. I further acknowledge that possessing an appropriate license and/or endorsement is a condition of employment. Failure to meet the license requirements established by the PED will result in non-renewal of contract.				
10	I have been employed pending completion of No Child Left Behind (NCLB) Requirements.				

<b>Applicant #:</b>	<b>Job Posting #:</b>	<b>APS e-mail:</b>
---------------------	-----------------------	--------------------

	Position 1 / Assignment 1	Position 2 / Assignment 2
Status Code (A1=FT, A3=PT (w/ benefits), A4=PT (w/o benefits), A5= Hourly, A8=Student, A9=Sub)		
User level (Location Code) where paycheck is delivered		
Mail Group (AB Code) where absence sheet is delivered		
Work Schedule-Track		
Work Schedule- Days/Year		
Work Schedule- Hours/Day		
Salary Schedule		
Rate of Pay (Only base hourly if app)		
Grade/Step (Level of Pay Schedule)		
Shift (options= 2, 3 or 4)		
Short Term End Date		
3Y/4Y Spec Ed Rel Svc (Y or N)		
NCLB (Y or N)		
NCLB PA 22 (Subject / How)		
Career Ladder		
Certification Differential (FSN Schedule only)		
		End Position 2 (Yes or No)

Date Position Offered: \_\_\_\_\_ Time: \_\_\_\_\_  Accepted  Declined Date Employment/Change Begins **07/01/11**

Research: \_\_\_\_\_

Comments: \_\_\_\_\_ Staffer/Consultant: \_\_\_\_\_ Date \_\_\_\_\_

# Staffing Specialist

## ERF (Employee Request for Change)

Verify and/or enter Position Code  
Verify previous employee exiting status  
Initial in appropriate area, date  
Submit to HR (keep copy if desired)  
Load information in GM10.2

# Human Resources and Payroll

## Exempt verses Non Exempt employees:

Most workers are classified as either exempt or non-exempt depending on their salary and the type of work they do. The federal [Fair Labor Standards Act \(FLSA\)](#) requires that in addition to paying at least the [minimum wage](#) employers also must pay [overtime](#) to employees who work more than 40 hours in a given workweek, unless they meet certain exceptions. To complicate matters further, [many states have wage and hour laws](#) that may have more requirements than the FLSA. Employers must make sure they abide by both federal and state wage and hours laws to avoid legal trouble.

In addition to regular non-exempt employees and exempt employees, there are several other classifications of workers. It's important to make sure that those workers actually meet the requirements for those classifications in the FLSA and your state's wage and hour laws. Other classifications include [volunteers](#), [trainees](#), [interns](#), [independent contractors](#), and [temporary employees](#).

### Definition of non-exempt employee

most employees are entitled to overtime pay under the Fair Labor Standards Act. They are called non-exempt employees. Employers must pay them one-and-a-half times their regular rate of pay when they work more than 40 hours in a week. The biggest problem most employers have with nonexempt employees is miscalculating how much overtime workers are owed.

### Definition of exempt employee

The Fair Labor Standards Act contains dozens of exemptions under which specific categories of employers and employees are exempted from overtime requirements. The most common exemptions are the white-collar exemptions for administrative, executive, and professional employees, computer professionals, and outside sales employees. There is also a lesser known exemption for certain retail or service organizations. The primary advantages of classifying employees as exempt are that you don't have to track their hours or pay them overtime, no matter how many hours they work.

## Hourly employees:

Employees that are classified as non-exempt. They do not have a contracted set number of hours, but rather works at the will of the supervisor. This employee is subject to overtime. These employees are paid using a timesheet and the upload process.

## Substitutes:

Employees that work in place of a full time employee when they are absent, primarily used in teaching. They are covered by a union/bargaining agreement. They work when requested and are paid according to a scale set in the union contract.

## Stipends:

Employee can receive additional pay in some circumstances. The duties must be outside their normal duty day and are subject to union rules, overtime rules etc. This time is processed on a Timesheets.

**Extended Contracts:**

Employees can receive an extended contract in some circumstances. This actually extends the work day of the employee. For example a typical teacher's day is 6.5 hours. If they are given an extended contract, they may work a 7.5 hour day. The pay for this is setup as a separate contract in Lawson and processed through payroll automatically.

**Differentials:**

Employees may receive a differential for certain situations including a special license endorsement like "Bilingual" or a grant may offer a specific amount of money to an individual for performing extra duties to comply with grant requirements. Differentials are setup in HR and are paid through payroll automatically

**Overtime:**

Non-exempt employees who work more than 40 hours per week are subject to overtime. The rate is 1 and ½ their hourly rate per hour. This time is recorded and paid on overtime Timesheets.

**Union and Bargaining Agreements:**

Some employees are covered under union bargaining agreements. These agreements spell out how employees of certain groups are to be paid. A few examples of Union workers are teachers, custodians, educational assistants, secretaries, etc. Grants must comply with these rules.

# Human Resources and Payroll

## Payroll Processing

### **Grant Time Sheets:**

Grant Management uses a specific timesheet which captures the employee name/number, location of work performed, grant name, cost accounts, days/hours worked, duty day and signatures. These forms are filled out by the employee, signed by the employee and their supervisor and entered into an excel spreadsheet. The excel upload sheet is emailed to the appropriate Grant Technician for processing. The Timesheets are delivered by hand or interoffice mail to the Grant Technician for matching to the excel upload sheet. There are two acceptable grant Timesheets: 1) blank and 2) dates prefilled.

## 2014-2015 Grant Management

### TIME SHEET RECORD

#### STIPEND / HOURLY

	<b>Company</b>	<b>Accounting Unit</b>	<b>Account</b>	<b>Sub Account</b>
<b>Grant Name:</b>	<b>Activity</b>	00	<b>Category</b>	
<b>Employee Name:</b>	<b>Emp #</b>			
<b>Position Title:</b>	(List regular paid position: Teacher, EA, Counselor etc.)			
<b>School Name:</b>	<b>Loc.#</b>			
<b>Reg. Duty Day:</b>	AM to			PM

**STIPEND SERVICES MUST BE BEFORE OR AFTER DUTY DAY**

**Instructions for Completing This Form:** Under Description enter the activity you lead. Record time only in 15 minutes increments (15 minutes = .25 hours). Any hours worked over 6.5 must take off .5 for lunch. Time for prep will not be paid.  
**INCOMPLETE FORMS WILL BE RETURNED AND PAYMENT WILL BE DELAYED.**

DAY	DATE	PROVIDE CLEAR DESCRIPTION OF ACTIVITY OR THE TITLE OF WORKSHOP/PROF. DEV. ATTENDED	LOC. WORKED	EXACT HOURS WORKED (Time of Day)	TOTAL HOURS
				: a.m. - : a.m.	
				: p.m. - : p.m.	
				: a.m. - : a.m.	
				: p.m. - : p.m.	
				: a.m. - : a.m.	
				: p.m. - : p.m.	
				: a.m. - : a.m.	
				: p.m. - : p.m.	
				: a.m. - : a.m.	
				: p.m. - : p.m.	
				: a.m. - : a.m.	
				: p.m. - : p.m.	
				: a.m. - : a.m.	
				: p.m. - : p.m.	
				: a.m. - : a.m.	
				: p.m. - : p.m.	
				: a.m. - : a.m.	
				: p.m. - : p.m.	
				: a.m. - : a.m.	
				: p.m. - : p.m.	

<b>* INCOMPLETE FORMS WILL BE RETURNED AND PAYMENT WILL BE DELAYED!</b>	<b>TOTAL HOURS:</b>
<i>The undersigned hereby certifies that all services on this timesheet have been provided and no payment has been received for these services. (Must be original signatures).</i>	<b>HOURLY RATE:</b>
<b>***Please sign with any color ink other than black!</b>	<b>TOTAL AMOUNT:</b>
	<b>PAY CODE:</b>
Employee Signature _____ Date _____	001 Hourly 010 Regular employee 007 Summer School
Verification of Services (Supervisor) _____ Date _____	<b>SUBSTITUTES - DO NOT USE THIS FORM*</b> *(enter in SEMS) Time submitted for over 40 hours a week (Overtime pay) requires the Weekly Overtime Sheet filled out; signed, and attached to this document.
**Grant Program Approval (Program Mgr) _____ Date _____	**If applicable

**This record is a confirmation of the total activity and actual effort expended for the period and fund indicated. I hereby certify that for the period listed above I have spent 100% of my time for this specific fund.**

<b>2014-2015 Grant Management</b>				<b>Pay Period 1 Due in Grant Management</b>			
<b>TIME SHEET RECORD</b>				<b>6/25/2014</b>			
<b>STIPEND / HOURLY</b>				Company	Accounting Unit	Account	Sub Account
Grant Name:				Activity	00	Category	
Employee Name:				Emp #			
Position Title:				(List regular paid position: Teacher, EA, Counselor etc.)			
School Name:				Loc.#			
Reg. Duty Day:				AM to		PM	
<b>STIPEND SERVICES MUST BE BEFORE OR AFTER DUTY DAY</b>							
<b>Instructions for Completing This Form:</b> Under Description enter the activity you lead. Record time only in 15 minutes increments (15 minutes = .25 hours). Any hours worked over 6.5 must take off .5 for lunch. Time for prep will not be paid. <b>INCOMPLETE FORMS WILL BE RETURNED AND PAYMENT WILL BE DELAYED.</b>							
DAY	DATE	PROVIDE CLEAR DESCRIPTION OF ACTIVITY OR THE TITLE OF WORKSHOP/PROF. DEV. ATTENDED	LOC. WORKED	EXACT HOURS WORKED (Time of Day)		TOTAL HOURS	
Wed	6/11			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Thurs	6/12			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Fri	6/13			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Sat	6/14			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Mon	6/16			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Tues	6/17			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Wed	6/18			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Thurs	6/19			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Fri	6/20			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Sat	6/21			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Mon	6/23			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
Tue	6/24			: a.m. -	: a.m.		
				: p.m. -	: p.m.		
* INCOMPLETE FORMS WILL BE RETURNED AND PAYMENT WILL BE DELAYED!				TOTAL HOURS:			
The undersigned hereby certifies that all services on this timesheet have been provided and no payment has been received for these services. (Must be original signatures).				HOURLY RATE:			
***Please sign with any color ink other than black!				TOTAL AMOUNT:			
				PAY CODE:			
				001 Hourly			
				010 Regular employee			
				007 Summer School			
Employee Signature _____ Date _____				SUBSTITUTES - DO NOT USE THIS FORM* *(enter in SEMS)			
Verification of Services (Supervisor) _____ Date _____				Time submitted for over 40 hours a week (Overtime pay) requires the Weekly Overtime Sheet filled out; signed, and attached to this document.			
**Grant Program Approval (Program Mgr) Date _____				**if applicable			
<b>This record is a confirmation of the total activity and actual effort expended for the period and fund indicated. I hereby certify that for the period listed above I have spent 100% of my time for this specific fund.</b>							

Each Timesheets is created in Excel and has an input form that will assist the user to pre-fill many areas.

Instructions: This file will produce all Time Sheet Records needed for the entire 14-15 school year for one employee. Enter information below to populate Time Sheet Records. The Exact Hours Worked must be filled in with pen when the time is actually worked, if the hours are not input the time sheet will be returned.

Grant Name: \_\_\_\_\_

Company: \_\_\_\_\_

Accounting Unit: \_\_\_\_\_

Account: \_\_\_\_\_

Sub Account: \_\_\_\_\_

Activity: 00

Category: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Title (Teacher, EA, Secretary, Hourly): \_\_\_\_\_

School Name: \_\_\_\_\_

School Location Number: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Pay Code: \_\_\_\_\_

Regular Duty Day Start: \_\_\_\_\_

Regular Duty Day End: \_\_\_\_\_

The location number must have four numbers. Please be sure to input your leading zeroes, or a one for district locations.

There is also a deadline tab to ensure timely submission of documents

Time Sheets received by these dates should be paid on the date in the corresponding column			
For Grant Management SY 2014-2015			
All Grant Time Sheets (companies 2401 through 2999)			
	Received by Grant Management (Grant Management will submit to Payroll by the date in the next column)	Must be Received by Payroll (through Grant Management)	Check Date
Period			
1	Wednesday, June 25, 2014	Friday, June 27, 2014	Friday, July 11, 2014
2	Wednesday, July 09, 2014	Friday, July 11, 2014	Friday, July 25, 2014
3	Wednesday, July 23, 2014	Friday, July 25, 2014	Friday, August 08, 2014
4	Wednesday, August 06, 2014	Friday, August 08, 2014	Friday, August 22, 2014
5	Wednesday, August 20, 2014	Friday, August 22, 2014	Friday, September 05, 2014
6	Wednesday, September 03, 2014	Friday, September 05, 2014	Friday, September 19, 2014
7	Wednesday, September 17, 2014	Friday, September 19, 2014	Friday, October 03, 2014
8	Wednesday, October 01, 2014	Friday, October 03, 2014	Friday, October 17, 2014
9	Wednesday, October 15, 2014	Friday, October 17, 2014	Friday, October 31, 2014
10	Wednesday, October 29, 2014	Friday, October 31, 2014	Friday, November 14, 2014
11	Wednesday, November 12, 2014	Friday, November 14, 2014	Friday, November 28, 2014
12	Friday, November 21, 2014	Tuesday, November 25, 2014	Friday, December 12, 2014
13	Friday, December 05, 2014	Wednesday, December 10, 2014	Friday, December 26, 2014
14	Friday, December 12, 2014	Thursday, December 18, 2014	Friday, January 09, 2015
15	Wednesday, January 07, 2015	Friday, January 09, 2015	Friday, January 23, 2015
16	Wednesday, January 21, 2015	Friday, January 23, 2015	Friday, February 06, 2015
17	Wednesday, February 04, 2015	Friday, February 06, 2015	Friday, February 20, 2015
18	Wednesday, February 18, 2015	Friday, February 20, 2015	Friday, March 06, 2015
19	Wednesday, March 04, 2015	Friday, March 06, 2015	Friday, March 20, 2015
20	Wednesday, March 18, 2015	Friday, March 20, 2015	Friday, April 03, 2015
21	Friday, March 27, 2015	Thursday, April 02, 2015	Friday, April 17, 2015
22	Wednesday, April 15, 2015	Friday, April 17, 2015	Friday, May 01, 2015
23	Wednesday, April 29, 2015	Friday, May 01, 2015	Friday, May 15, 2015
24	Wednesday, May 13, 2015	Friday, May 15, 2015	Friday, May 29, 2015
25	Wednesday, May 27, 2015	Friday, May 29, 2015	Friday, June 12, 2015
26	Wednesday, June 03, 2015	Monday, June 08, 2015	Friday, June 26, 2015
Special	Wednesday, June 10, 2015	Friday, June 12, 2015	Thursday, July 02, 2015
1	Wednesday, June 24, 2015	Friday, June 26, 2015	Friday, July 10, 2015




The upload document contains fields for the information from the timesheet records

1	Week Ending Date:	Pay Date:														AA	AB	AC	AD	AE	AF	AG
2	D H	EMPLY #	NAME	F C	HOURS	PAY CODE	DATE WORKED	HOURLY RATE	CO	ACCOUNT UNIT	ACCOUNT	SUB ACCT	ACTIVITY	CATG	Total Amount	Loc	Site	Position	Work Performed	Prepared By	Tech	
3	# #			A											\$ -							
4	# #			A											\$ -							
5	# #			A											\$ -							
6	# #			A											\$ -							
7	# #			A											\$ -							
8	# #			A											\$ -							
9	# #			A											\$ -							
10	# #			A											\$ -							
11	# #			A											\$ -							
12	# #			A											\$ -							
13	# #			A											\$ -							
14	# #			A											\$ -							
15	# #			A											\$ -							

This is completed by schools and departments and submitted to Grant Technicians with the original timesheet records for processing

To process:

1. Verify all entries on the excel upload sheet are correct—match against timesheet records
2. Run a calculator tape on the number of hours on the timesheet records and verify the total against the total on the excel sheet column for hours
3. If there are errors on the timesheets, they can be returned to the employee for correction using the return form (this form is not to be used for Hourly employees who have no other pay)



The attached Timesheet is being returned by the  
**Grant Management Department**

**LOCATION/ SCHOOL** \_\_\_\_\_

**DATE** \_\_\_\_\_

The enclosed time sheet records are being RETURNED to you for completion and/or correction of the following areas.

**TIME SHEET RECORD**

- \_\_\_ School Name
- \_\_\_ Employee Name
- \_\_\_ Title / Position
- \_\_\_ Employee Identification Number
- \_\_\_ Regular Duty Day Time
- \_\_\_ Company Number
- \_\_\_ Accounting Unit Number
- \_\_\_ Account Number
- \_\_\_ Sub Account Number
- \_\_\_ Activity Number
- \_\_\_ Category Number
- \_\_\_ Day Worked
- \_\_\_ Date Worked (Cannot submit future dates)
- \_\_\_ Description of Work Performed must match Grant Proposal
- \_\_\_ Site Location Number
- \_\_\_ Exact Hours Worked (must be outside duty day)
- \_\_\_ Circle am or pm
- \_\_\_ Total Hours per Day
- \_\_\_ Total Hours per Sheet
- \_\_\_ Hourly Rate
- \_\_\_ Total Amount
- \_\_\_ Pay Code
- \_\_\_ Funding is not available in account designated
- \_\_\_ Employee Signature and Date
- \_\_\_ Supervisor's Signature and Date
- \_\_\_ Program Director/Manager Signature and Date
- \_\_\_ Obsolete Time Sheet Record
- \_\_\_ Cannot process from a copy
- \_\_\_ Invalid Cost Account
- \_\_\_ Duplicated Hours/Dates
- \_\_\_ Duplicated Time Sheets / Time sheets have already process for payment on \_\_\_\_\_
- \_\_\_ Has been Denied by the Grant Title I
- \_\_\_ Other \_\_\_\_\_

**PLEASE NOTE:**

- **INCOMPLETE TIME SHEET RECORDS WILL DELAY PAYMENT**
- **TIME SHEET RECORDS WITH EXCEL COVER SHEET MUST BE SUBMITTED TO THE GRANT MANAGEMENT OFFICE. 310 EAST**
- **EXCEL UPLOAD FILE MUST BE SENT TO [hill\\_t@aps.edu](mailto:hill_t@aps.edu)**

**WITH THE RT CC:** \_\_\_\_\_

- **If you have any questions, please call:**  
880-3790 Theresa Hill direct line.  
Title I office: 880-8249

**COMMENTS:** \_\_\_\_\_

**PLEASE RESUBMIT PAPER WORK WITH THIS DOCUMENT ATTACHED**

4. After making all necessary corrections to the upload, submit it to the Staffing Specialist
5. Once payroll has been completed, submit timesheets to Technician Assistant for filing.

# Specialist Payroll Processing

Combines all Grant Technicians uploads into one file

Verifies accuracy of account structures (function/job class etc.)

Verifies Activities are active

Submits to Payroll

Works kick outs with Grant Technicians

Resubmits to Payroll as necessary

# Technician Assistant Payroll Processing

Responsible for filing timesheets

Responsible for pulling timesheets for audit purposes

# Human Resources and Payroll

## **Time and Effort Statements:**

Federal Grants require that documents are signed by any person receiving compensation. These forms indicate the number of hours worked and the duties performed. There are two types of statements:

1. Monthly-these are to be filled out by employees that work in multiple cost objectives regardless of the funding. Typically this is employees who are split funded between operational and a grant.
2. Semi-annual-these are to be signed twice a year by the supervisor of anyone working solely on grant activities and being paid solely from the grant.

Employees are required to take blackboard training annually which explains why they must participate. Grant Technicians do not have a role in this process

# Accounting Manager or Director Human Resources and Payroll

## Time and Effort Statements:

Runs Access Database to create and print the reports

# **Administrative Assistant Human Resources and Payroll**

## **Time and Effort Statements:**

Sorts and distributes the forms to the various sights

Logs the return date of the form in Access

Sends second request for missing forms

# Director

## Human Resources and Payroll

### Time and Effort Statements:

Prepares list for Associate superintendents for assistance with non-compliant employees

# Technical Assistant

## Human Resources and Payroll

### **Time and Effort Statements:**

Verifies forms are completed and compliant with the percentages to be paid

Pulls forms for corrections when necessary and submits to Staffing Specialist

Prints back up from SEMS for substitutes

Pulls documents for Audit

Maintains filing of forms



# Human Resources and Payroll

**Journal Entries:**

When a Grant Technician finds an error in an grant payroll or benefit account, fill out the request for expense transfer form found on U:\Categorical Programs\School Year *"current year"*\\_GL Journal Entries *"current year"*\

File Name: Expense Transfers-all.xlsx

School Year 14-15

For Grant Management use only  
GM Number \_\_\_\_\_

## Grant Management Request for Expense Transfer

Today's Date \_\_\_\_\_

Requested By \_\_\_\_\_

**Reason for Transfer of Expenses**  
*(include employee name, number and pay check date for salary adjustments)*

Location Name \_\_\_\_\_ Req Number \_\_\_\_\_ Grant/Program Name \_\_\_\_\_  
 Location Number \_\_\_\_\_ PO Number \_\_\_\_\_ Grant/Program Number \_\_\_\_\_  
 Check/Payment # \_\_\_\_\_ Total Journal Entry \$ Amt \_\_\_\_\_  
 If Employee Correction Emp # \_\_\_\_\_

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Emp need		Account that SHOULD have been charged						Current Account where the Expense has been PAID						
Leading 0														
Reference	Company	Accounting Unit	Account	Sub Acct	Activity	Category	Amount	Company	Accounting Unit	Account	Sub Acct	Activity	Category	Amount
														\$ -
														\$ -
														\$ -
														\$ -
														\$ -
														\$ -
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Completed By \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
 Entered in Lawson By \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

Steps for filling out the Request for Expense Transfer form:

1. Obtain GM number. This is a number set in sequence for the amount of entries made each year. To get the number open: U:\Categorical Programs\\_School Year "*current year*"\\_GL Journal Entries "*current year*"\File Name: \_\_JE NOTEBOOK.xlsx

Tracking	Grant(s) #	Employee	Total Amount	Date	Date Completed	Lawson JE	Comments	Back up
039	733	Charlene	\$ 0.70	10/28/2014			reclass expenses	included in GM xcel sheet with JE
040	Various Grants	Dolores		10/28/2014			ERF's	included in GM xcel sheet with JE
041	670	Charlene	\$ 190.08	10/29/2014			reclass expenses	included in GM xcel sheet with JE
042								
043								

Pick the next available number in the list (this screen shot it would be 042)

2. Enter that number into the form in K2
3. Enter the current date in C7
4. Enter the name of the person requesting the change (might by you) in H7
5. Enter the location Name of the entry in C12
6. Enter the Grant name in K12
7. Enter the total Journal entry Amount in K14
8. Enter a justification for the transfer in B18 thru B28
9. Enter the employee number for the correction in each line A33-A51 (add lines as needed) [see page 77 for instructions on NON-payroll/benefit entries]
10. Enter the account and amount information of where the cost SHOULD have been charged in B33-H51
11. Enter the account where the charges are currently located in I33-N51.
12. Enter your name in I54
13. Save the file:
  - a. Click on File
  - b. Choose Save As
  - c. Save it in U:\Categorical Programs\\_School Year "*current year*"\\_GL Journal Entries "*current year*"\
  - d. Name it: GM and the number from the notebook along with your initials (in this example: GM042 tas) you may add any other info you want as long as it starts with the GMxxx and has your initials somewhere in the name.

The specialists, accounting manager or director will create the upload and process in Lawson.

# Specialists

## Human Resources and Payroll

### Journal Entries:

Create the JE

Move the file to the ready to upload folder

Manager or Director will load into Lawson

# Manager or Director Human Resources and Payroll

## Journal Entries:

Upload and release the JE in GL40

Rename the file to include the JE number (in this example let's assume the entry was intercompany, in the second period, JE #25 the file would now be GM042-02-I-25 tas.xlsx)

Move the file to the uploaded folder

Once posted by the General Ledger Department move the file to the posted folder (posting happens each weekday morning)

# Staffing Specialists

## Human Resources and Payroll

### Journal Entries:

Check Posted folder for completed entries

Print reports

Move file to Printed folder

# Customer Service and Journal Entries

## **Phone Usage:**

Answering the phone is an important part of customer service. Whenever possible answer the phone by the third ring. Always be polite, professional and helpful. If you receive a call that should be directed to someone else, tell the caller the name of the person they should contact, give them the phone number for that person, then transfer the call.

Exceptions:

During Payroll week change your outgoing message, do not answer the phone, but check your messages twice daily to respond to important calls. The message should be similar to:

Hello, you have reached (your name). I am currently processing payroll and to ensure accuracy, I will be checking twice daily. Please leave a detailed message and I will return your call as soon as possible. Thank you.

## **Email Usage:**

Follow the APS guidelines for communications and technology policies. In addition, always remember that our emails represent not ourselves but our department. Always be polite, professional and helpful. When dealing with a delicate situation, email is the best method of communication so that there is documentation of the situation and resolutions. If there is a situation that you find yourself feeling uncomfortable or do not feel that you should be handling it, forward or cc the email to the manager and/or director for assistance (or so that they are aware of the issue it you handle it yourself).

## **Walk in Customers:**

Always greet customers with a smile and try to assist them as quickly and accurately as possible. If you find that the issue is not really a Grant issue, walk the person over to the other department (if in Alice & Bruce Complex) and assist them in getting the proper person to help them so they are not sent in circles back to GM. If the assistance is from a department not inside the Alice & Bruce Complex, give them the information to contact the appropriate department/person including name, location and phone number.

## **Journal Entries:**

When a customer requests that changes be made in their grants, use the Expense Transfer form. This form can be emailed to the individual or you can complete it for them. If the correction is dealing with an employee see the directions on page 72. If the entry is for any other type of change follow the instructions here. The instructions are the same with the exception of the reference number.

When a Grant Technician or customer finds an error in an grant NON-payroll/benefit account, fill out the request for expense transfer form found on U:\Categorical Programs\\_School Year "*current year*"\\_GL Journal Entries "*current year*"\

File Name: Expense Transfers-all.xlsx

## Grant Management Request for Expense Transfer

Today's Date \_\_\_\_\_

Requested By \_\_\_\_\_

**Reason for Transfer of Expenses**  
*(include employee name, number and pay check date for salary adjustments)*

Location Name \_\_\_\_\_ Req Number \_\_\_\_\_ Grant/Program Name \_\_\_\_\_

Location Number \_\_\_\_\_ PO Number \_\_\_\_\_ Grant/Program Number \_\_\_\_\_

Check/Payment # \_\_\_\_\_ Total Journal Entry \$ Amt \_\_\_\_\_

If Employee Correction Emp # \_\_\_\_\_

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Emp need Leading 0	Account that SHOULD have been charged							Current Account where the Expense has been PAID						
Reference	Company	Accounting Unit	Account	Sub Acct	Activity	Category	Amount	Company	Accounting Unit	Account	Sub Acct	Activity	Category	Amount
														\$ -
														\$ -
														\$ -
														\$ -
														\$ -
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Completed By \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
Entered in Lawson By \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

Steps for filling out the Request for Expense Transfer form:

14. Obtain GM number. This is a number set in sequence for the amount of entries made each year. To get the number open: U:\Categorical Programs\\_School Year *“current year”*\\_GL Journal Entries *“current year”*\File Name: \_\_JE NOTEBOOK.xlsx

Tracking	Grant(s) #	Employee	Total Amount	Date	Date Completed	Lawson JE	Comments	Back up
039	733	Charlene	\$ 0.70	10/28/2014			reclass expenses	included in GM excel sheet with JE
040	Various Grants	Dolores		10/28/2014			ERF's	included in GM excel sheet with JE
041	670	Charlene	\$ 190.08	10/29/2014			reclass expenses	included in GM excel sheet with JE
042								
043								

Pick the next available number in the list (this screen shot it would be 042)

15. Enter that number into the form in K2
16. Enter the current date in C7
17. Enter the name of the person requesting the change (might be you) in H7
18. Enter the location Name of the entry in C12
19. Enter the Grant name in K12
20. Enter the total Journal entry Amount in K14
21. Enter a justification for the transfer in B18 thru B28
22. Enter the PO#, TAN# or other identifying number/description for the correction in each line A33-A51 (add lines as needed) [see page 72 for instructions on payroll/benefit entries]
23. Enter the account and amount information of where the cost SHOULD have been charged in B33-H51
24. Enter the account where the charges are currently located in I33-N51.
25. Enter your name in I54
26. Save the file:
  - a. Click on File
  - b. Choose Save As
  - c. Save it in U:\Categorical Programs\\_School Year "*current year*"\\_GL Journal Entries "*current year*"\
  - d. Name it: GM and the number from the notebook along with your initials (in this example: GM042 tas) you may add any other info you want as long as it starts with the GMxxx and has your initials somewhere in the name.

The specialists, accounting manager or director will create the upload and process in Lawson.



# Specialists

## Customer Service and Journal Entries

### Journal Entries:

Create the JE

Move the file to the ready to upload folder

Manager or Director will load into Lawson

# Manager or Director Customer Service and Journal Entries

## Journal Entries:

Upload and release the JE in GL40

Rename the file to include the JE number (in this example let's assume the entry was intercompany, in the second period, JE #25 the file would now be GM042-02-I-25 tas.xlsx)

Move the file to the uploaded folder

Once posted by the General Ledger Department move the file to the posted folder (posting happens each weekday morning)

# Staffing Specialists

## Customer Service and Journal Entries

### Journal Entries:

Check Posted folder for completed entries

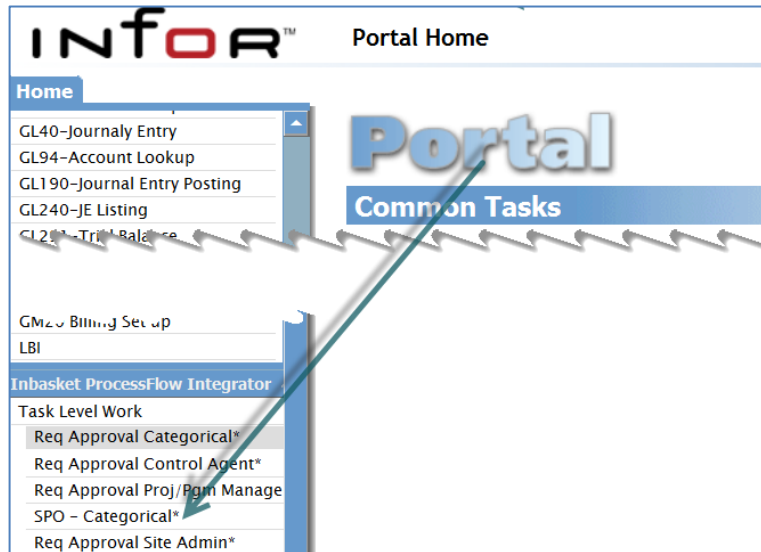
Print reports

Move file to Printed folder

# Accounts Payable

## SPO's (Small Purchase Orders):

Each Grant Technician has a “bin” in Lawson that displays all SPO's that are pending approval.



After departments and schools place orders in Lawson, the requisition goes through several levels of approval:

1. Requester enters and releases the req
2. The site administrator approves/denies the req
3. The control agent (if over \$10,000) approves/denies the req
4. The program manager approves/denies the req
5. For grants the req goes to one of two appropriate bins:
  - a. For direct purchases-Categorical Bin
  - b. For SPO's-SPO – Categorical Bin

Once the req appears in the SPO – Categorical Bin it is the Grant Technicians responsibility to approve, request more information, or reject the SPO.

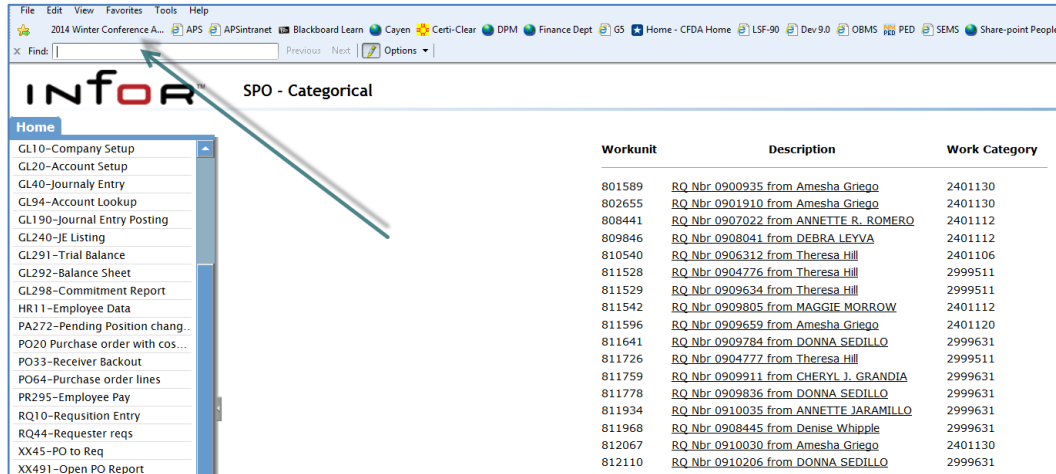
Steps for approving/RFI/reject SPO:

### Approving:

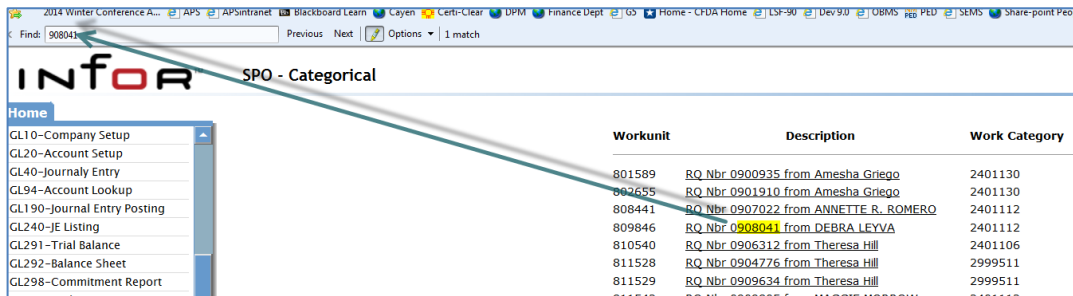
The school or department will send in the receipts for the purchase made with the SPO. Sometimes these are sent directly to GM and other times sent directly to AP (Accounts Payable). If AP receives them, they will forward them to GM.

The technician will review the receipts to ensure that the items purchased are allowable in the grant. They will verify that the cost accounts on the req are accurate. If all is approved, then the technician will approve the SPO/req.

1. Click on the SPO-Categorical Link in Lawson (screen shot above)
2. The file is usually lengthy—to search hold down the Ctrl key and press “f” this will display a “Find” search box



3. Type the req number into the box (req number should be found on the receipts or other paperwork from the school/department).



4. Click on the Req it highlighted
5. This will display the basics of the req: Vendor, Requester, Location, Account information, Total cost.

SPO - Categorical

Go Back

### RQ Nbr 0908041 from DEBRA LEYVA

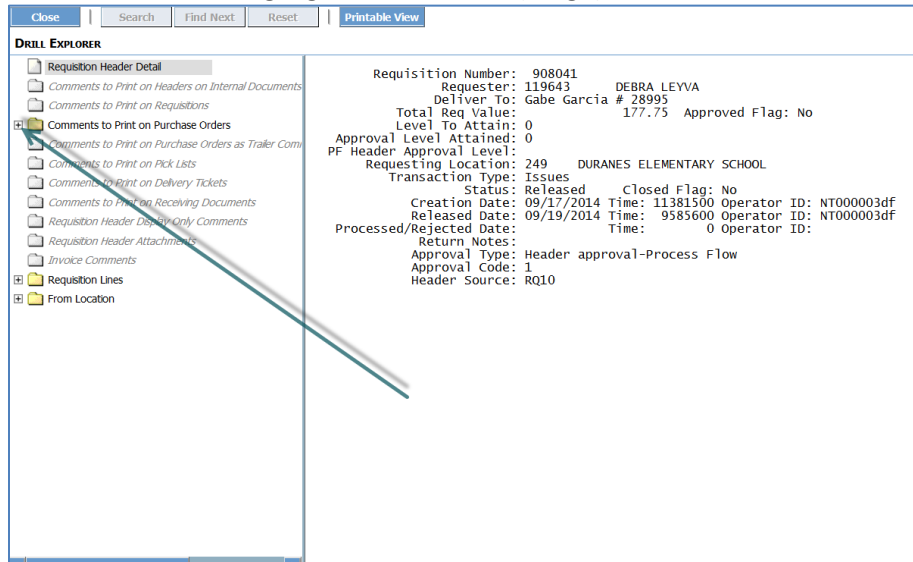
[Drill Around](#)

Requestor	119643	Requester Name	DEBRA LEYVA
Company	1100	Requesting Location	249
Work Unit	809846	Accounting Unit	02491122100
Vendor Name	DOMINO'S PIZZA		

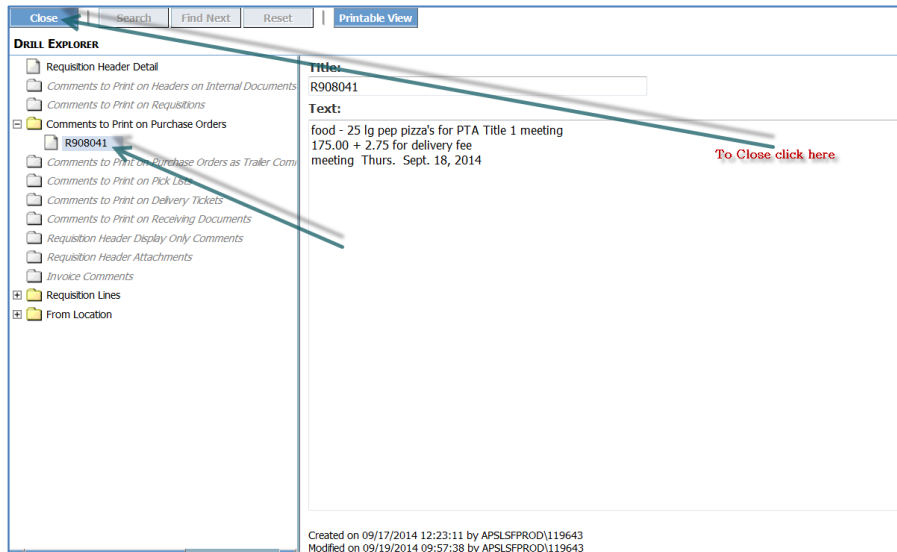
Account	Activity	Acct Cat	Item	Description	Quantity	UOM	Unit Cost	Extended Cost
537110	4112024900	00004	SPO NOT TO EXCEED 200.00	food-title 1 PTA mtg	1.0000	EA	\$177.75000	\$177.75

Lines	1
Inventory Total	\$0.00
Non Stock Total	\$0.00
Special and Services Total	\$177.75
Requisition Total	\$177.75

- Each grant purchase must contain a justification for the purchase. This is primarily for the program office to ensure that the purchase falls in line with the grant proposal/application. In some cases, you may want to read the justification to ensure it is allowable from a finance standpoint. To see the justification for the purchase click on “Drill Around.” This will display the following screen. Click on the highlighted Comments (+ sign) folder on the left of the screen.



- Click on the R-Number which will display the comment (justification)



- If the justification is acceptable, close this screen and press Approve, and also accept the next two pop up boxes.

**INFOR™ SPO - Categorical**

Home RQ Nbr... Go Back

**Actions**

- Approve
- Unrelease
- Reject

RQ Nbr 0908041 from DEBRA LEYVA

- Display
- Folders\*
- Messages
- History\*

**RQ Nbr 0908041 from**

**Drill Arc**

<b>Requestor</b>	119643	<b>Requ</b>
<b>Company</b>	1100	<b>Requ</b>
<b>Work Unit</b>	809846	<b>Accto</b>
<b>Vendor Name</b>	DOMINO'S PIZZA	

Account	Activity	Acct Cat	Item	Desc
537110	4112024900	00004	SPO NOT TO EXCEED 200.00	food-title

**Lines**

**Inventory Total**

**Non Stock Total**

- If the justification is NOT acceptable or there is some other issue with the requisition you can “send back” the req. Always notify the requester when needing a correction on the req. You can email them directly or use the message feature here. Sometimes the message feature has been known NOT to send the message. Be sure to follow through when returning something to ensure the requester received notification that there is a correction needed and that they are working on it.

**INFOR™ SPO - Categorical**

Home RQ Nbr... Go Back

**Actions**

- Approve
- Unrelease
- Reject

RQ Nbr 0908041 from DEBRA LEYVA

- Display
- Folders\*
- Messages
- History\*

**3. Unrelease**

**1. Click on Messages to receive this link. Click on the "Add message" link to receive the two boxes below**

**2. Enter the req number in the "Name" box and enter your request for change in the box below then click on "Add"**

**Messages** Attached by Date

**Add message**

Name: 908041

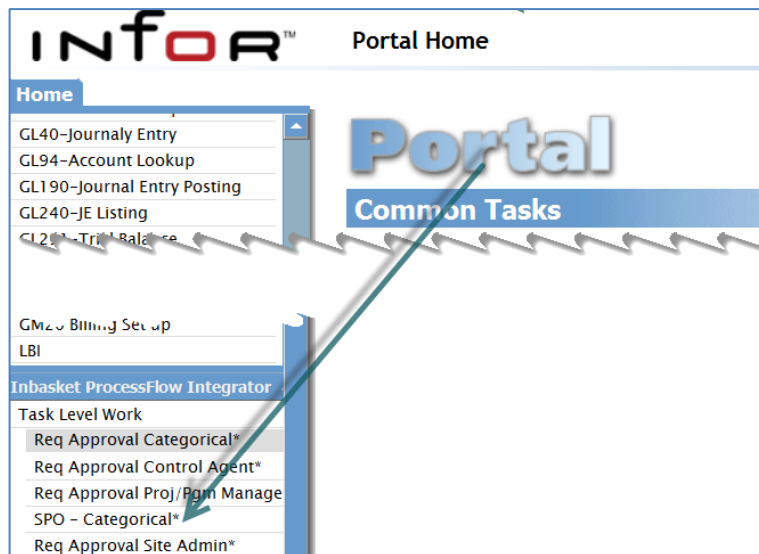
Message: place message here

**Add**

- Once you have entered your message and clicked on Add at the bottom, click on the “Unrelease” link. **DO NOT CLICK ON REJECT—THIS WILL COMPLETELY CLOSE THE REQ AND IT WILL HAVE TO BE COMPLETELY RE-ENTERED.** This action will send an email to the requester with your message. It will also cause the req to go back through ALL approval levels. (Note: if you just need the justification changed, you do not need to add a message or unrelease, just contact the requester, they can change the justification without unreleasing the req.)

## **PCards (Purchase Cards):**

PCards work the same way as SPO's in that they will appear in the same bin that displays all SPO's that are pending approval.



After departments and schools use their PCard at a vendor, they are required to enter an "SPO" with the specific vendor of #13168 PC-Employee UPLOAD ONLY in Lawson, the requisition goes through the same approval levels as regular SPO's but is treated differently in the final bin (SPO-Categorical Bin):

6. Requester enters and releases the req (with specific vendor #13168)
7. The site administrator approves/denies the req
8. The control agent (if over \$10,000) approves/denies the req
9. The program manager approves/denies the req
10. For grants the req goes to one of two appropriate bins:
  - a. For direct purchases-Categorical Bin
  - b. For SPO's-SPO – Categorical Bin

Once the req appears in the SPO – Categorical Bin it is the Grant Technicians responsibility to approve, request more information, or reject the SPO.

Steps for approving/RFI/reject PCards:

### Approving:

**PCard reqs are NOT Approved at the final level, they are REJECTED.** The school or department will reconcile the Wells Fargo PCard statement against the actual receipts. The receipts are attached to the statement and sent to Alice & Bruce Complex for processing. This packet is then sent in for processing. Sometimes these are sent directly to GM and other times sent directly to AP (Accounts Payable). If AP receives them, they will forward them to GM.

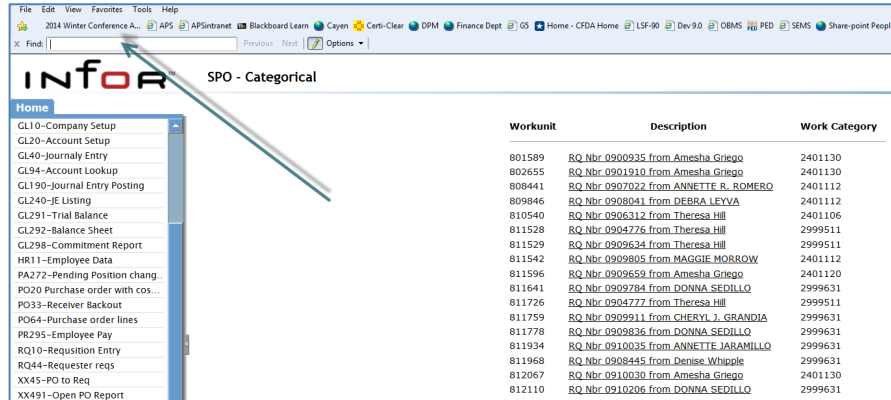
The technician will review the receipts to ensure that the items purchased are allowable in the grant. They will verify that the cost accounts on the PCard Statement are accurate. Make adjustments on the statement as necessary. Once all is approved, then the technician will REJECT SPO/req. The intent is that the req "holds or encumbers" the funds until time of payment. The payment is actually made to Wells



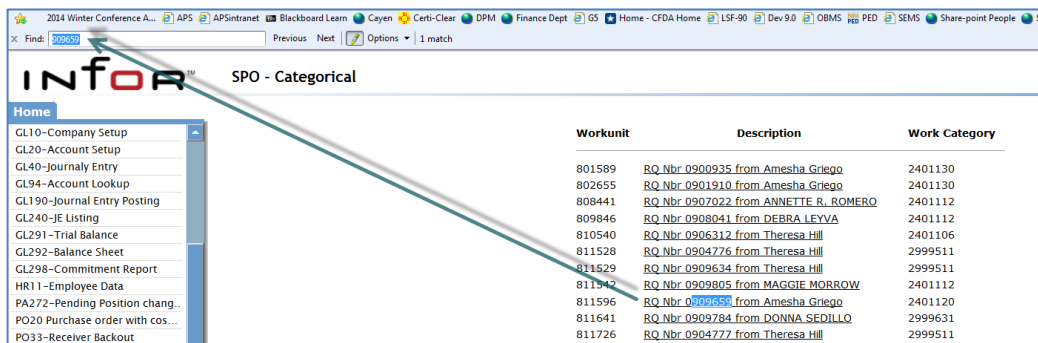
Fargo, so the Vendor #13168 is not an actual vendor and thus the req must be rejected to release the funds for payment.

12. Click on the SPO-Categorical Link in Lawson (screen shot above)

13. The file is usually lengthy—to search hold down the Ctrl key and press “f” this will display a “Find” search box

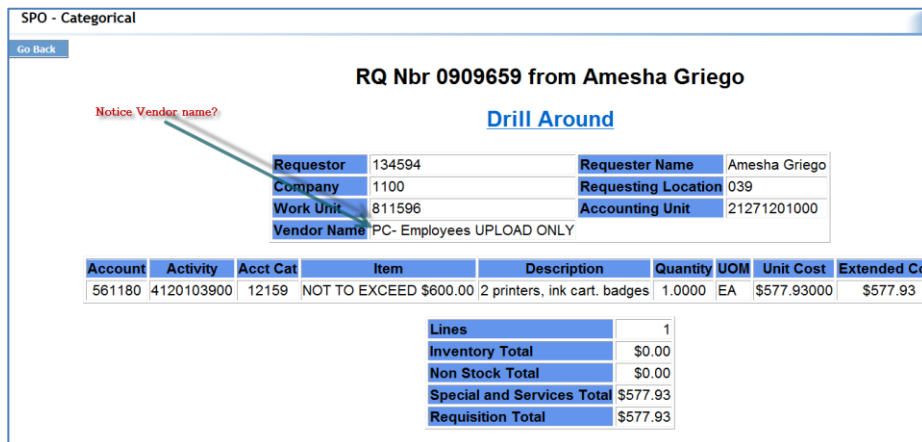


14. Type the req number into the box (req number should be found on the receipts or other paperwork from the school/department).

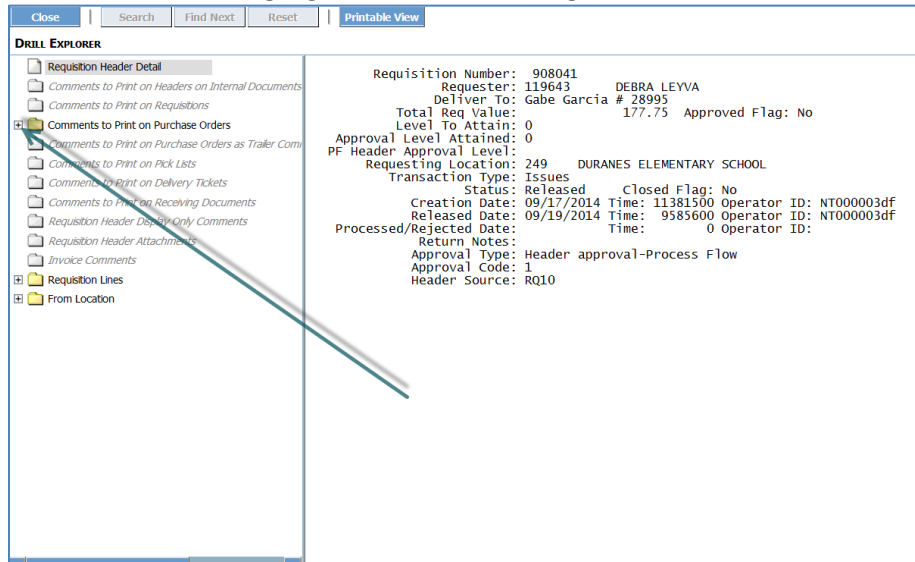


15. Click on the Req it highlighted

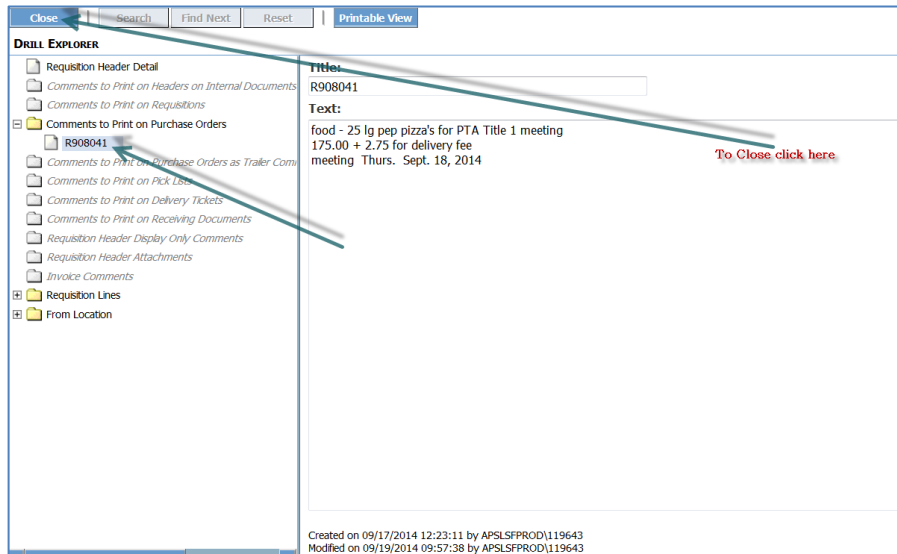
16. This will display the basics of the req: Vendor, Requester, Location, Account information, Total cost.



17. Each grant purchase must contain a justification for the purchase. This is primarily for the program office to ensure that the purchase falls in line with the grant proposal/application. In some cases, you may want to read the justification to ensure it is allowable from a finance standpoint. To see the justification for the purchase click on “Drill Around.” This will display the following screen. Click on the highlighted Comments (+ sign) folder on the left of the screen.



18. Click on the R-Number which will display the comment (justification)



19. Once the PCard statement has been completely approved click on the "Reject" Link

The screenshot shows the INTOR SPO - Categorical interface. At the top, there is a navigation bar with 'Home', 'RQ Nbr...', and 'Go Back'. The main content area displays 'RQ Nbr 0909659 from Amesh Griego'. To the right, there are fields for 'Requestor' (134594), 'Company' (1100), 'Work Unit' (811596), and 'Vendor Name' (PC- Employee). Below these fields is a table with columns 'Account', 'Activity', 'Acct Cat', and 'Item'. The table contains one row with values: 561180, 4120103900, 12159, and NOT TO EXCEED \$600. A dropdown menu is open on the left, showing 'Actions' with options 'Approve', 'Unrelease', and 'Reject'. A green arrow points to the 'Reject' option.

Account	Activity	Acct Cat	Item
561180	4120103900	12159	NOT TO EXCEED \$600.

# Specialist Accounts Payable

## Direct Purchases:

Specialist will work direct purchases

They may inquire with the Grant Technician for items that are questionable to them

**Travel:**

All district travel requires paperwork PRIOR to traveling. This paperwork is to be completed by the employee traveling, signed/approved by the supervisor, signed/approved by the program manager of the grant, signed/approved by high level management and submitted to GM for final budget approval.

When receiving this form, verify travel is allowable in the grant, the cost accounts are correct, estimated expense documentation is attached (registration form, airfare etc.), funds are available and proper signatures have been obtained. Initial the form and have the Accounting Manager or Director Sign the form. Then submit to AP for processing and assigning a TAN (Travel Authorization Number).

Travel Authorization Number \_\_\_\_\_ Contact Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

**ALBUQUERQUE PUBLIC SCHOOLS  
REQUEST FOR DISTRICT TRAVEL**

**FILL OUT COMPLETELY TO AVOID DELAY**

Name of traveler \_\_\_\_\_ Title \_\_\_\_\_ Location Name \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Employee # \_\_\_\_\_  
Day Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Email address \_\_\_\_\_

Travel Destination \_\_\_\_\_ Mode of Travel \_\_\_\_\_  
(airplane, train, private auto or official)

Date & Hour of Departure \_\_\_\_\_ Date & hour of return \_\_\_\_\_  
PURPOSE OF TRIP (Please explain the purpose for this travel and elaborate on the expected benefit to the District. Attach extra page if necessary).  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION A: PREPAID EXPENSES**

**PLEASE CHOOSE/MARK WHICH METHOD OF PAYMENT FOR EACH EXPENSE:**

Seminar/Conference Fee: Vendor Name \_\_\_\_\_ Vendor # \_\_\_\_\_ Conference dates \_\_\_\_\_  
Cost Acct: Co. \_\_\_\_\_ Unit \_\_\_\_\_ Account \_\_\_\_\_ Total: \$ \_\_\_\_\_  
Need Check: Mail OR Pick Up; circle one (OR) Paid with PCard (last 4 digits of card \_\_\_\_\_)

Lodging: \_\_\_\_\_ Days @ \_\_\_\_\_ per day (not to exceed \$215.00 per day including taxes) Vendor Name \_\_\_\_\_  
Vendor # \_\_\_\_\_ Cost Acct: Co. \_\_\_\_\_ Unit \_\_\_\_\_ Account \_\_\_\_\_ Total: \$ \_\_\_\_\_  
Need Check: Mail OR Pick Up; circle one (OR) Paid with PCard (last 4 digits of card \_\_\_\_\_)

SUB-TOTAL SECT. A. \$ \_\_\_\_\_

**SECTION B: PER DIEM/ACTUAL EXPENSES**

**EXPENSES TO BE REIMBURSED TO EMPLOYEE:**  
Choose one: \_\_\_\_\_ Per Diem or \_\_\_\_\_ Actual (ORIGINAL ITEMIZED RECEIPTS MUST BE ATTACHED TO REIMBURSEMENT VOUCHER)

Per Diem \_\_\_\_\_ Days @ \$ \_\_\_\_\_ per day (INCLUDES LODGING AND MEAL \$) Total: \$ \_\_\_\_\_  
(In state \$85.00, out of state \$115.00, special areas \$135.00) OR

Actual Costs: (Provide the best estimate of costs if reimbursement based on "actual costs")

Lodging: \_\_\_\_\_ Days @ \_\_\_\_\_ per day (not to exceed \$215.00 per day including taxes) Total: \$ \_\_\_\_\_  
Meals: \_\_\_\_\_ Days @ \_\_\_\_\_ per day (not to exceed \$45.00 per day out of state, \$30.00 in state) Total: \$ \_\_\_\_\_  
Taxi, other transportation, parking (Receipts required if over \$6.00/day or \$30.00/trip) Total: \$ \_\_\_\_\_  
Personal auto mileage \_\_\_\_\_ miles @ \_\_\_\_\_ Total: \$ \_\_\_\_\_  
Odometer Reading: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
(Cannot exceed common carrier most economical fare)

Other \_\_\_\_\_ Total: \$ \_\_\_\_\_  
Cost Account# Co. \_\_\_\_\_ Unit \_\_\_\_\_ Account \_\_\_\_\_ SUB-TOTAL SECT. B \$ \_\_\_\_\_

**\*\*SECTION C: AIRFARE/CAR RENTAL EXPENSES**

Air Fare plus agent fee of \_\_\_\_\_ Total: \$ \_\_\_\_\_  
Auto rental plus agent fee (if less expensive transportation is not available) Total: \$ \_\_\_\_\_  
Paid with PCard (last 4 digits of card \_\_\_\_\_)  
Cost Account# Co. \_\_\_\_\_ Unit \_\_\_\_\_ Account \_\_\_\_\_ SUB-TOTAL SECT. C \$ \_\_\_\_\_

**TOTAL TRAVEL REQUEST (add sections A, B, & C) TOTAL \$ \_\_\_\_\_**

	Page - 1 - of 3
REVISED/UPDATED 06/18/2014	

**APS TRAVEL AUTHORIZATION STATEMENT:**

I \_\_\_\_\_, understand the travel guidelines and will adhere only to the items identified  
Printed: Employee / Travelers Name  
as estimated charges on the Request For District Travel Form. I also understand that no reimbursement will be issued until  
the Employee Travel Reimbursement Voucher is submitted with all required documentation (e.g., original itemized receipts  
and that actual reimbursement may not exceed estimated costs on the Request for District Travel Form and that requests for  
reimbursement submitted later than 60 days after the travel date will be disbursed through the payroll process as taxable  
income, per IRS regulations. The employee affirms that they will not be exceeding the \$1500.00 per year reimbursement  
limit with this Travel.

\_\_\_\_\_  
Signature: Employee Traveling

\_\_\_\_\_  
Signature: Site Administrator

\_\_\_\_\_  
Signature: Next Level Administrator

**ARE FUNDS AVAILABLE FOR THE ABOVE TRAVEL EXPENSES?    \_\_\_ YES    \_\_\_ NO**

\*\*Signatures also authorize the Albuquerque Public School Accounts Payable department to charge the cost to the cost  
account indicated for expenses included in Section C, upon receipt of billing from the District Travel Agent.

I

**ALBUQUERQUE PUBLIC SCHOOLS  
DISTRICT TRAVEL GUIDELINES**

District employees planning travel on behalf of Albuquerque Public Schools must have District authorization prior to arranging travel plans. These guidelines are used in conjunction with the attached **Request for District Travel** form. The **Request for District Travel** form must be submitted completely for approval. The steps to follow are:

**PRETRAVEL AUTHORIZATION**

The traveler should complete the Request for District Travel form and a Request for Leave slip. The sections of the Request for District Travel relevant to the travel must be completed.

- Section A:** Complete the applicable prepaid expenses. This section requires actual values not estimates of costs. If the hotel or registration fees are to be prepaid by check, the traveler must choose section A prepaid items. If these items will be paid by p-card, the traveler must indicate so in section A.
- Section B:** Choose either **per diem or actual expenses**. Per Diem covers both hotel and meals (receipts are not required) the amount allowed for per diem is \$85.00 per day in state and \$115.00 per day out of state. The per diem rate for special areas is: \$135.00. Actual pays up to \$45.00 per day for meals out of state and \$30.00 per day in state. Not more than \$215.00 (including taxes) per day is paid for hotel room. Any amount above the \$215.00 hotel rate will require the approval of the Superintendent. **Original itemized receipts are required for actual cost reimbursement.** If choosing actual and the hotel room will be prepaid, do not complete the hotel costs estimate in this section. Instead, complete the prepaid section for the hotel costs. Taxi, other transportation, and mileage, are in addition to Per Diem or treated as additional actual cost. The costs in this section are your best estimates.
- Section C:** Contact the APS Travel Agent, Rio Grande Travel: 292-7044 for quotes of fares. Include an additional \$25.00 agency fee charge in the cost estimates.

Complete the **Request for Leave** slip marking category 31, Professional Leave and attach to the **Request for District Travel**. The traveler should sign the **Request for District Travel** and **Request for Leave** forms.

1. Submit the **Request for District Travel** and **Request for Leave** to the traveler's Site Administrator or Manager for signature approval.
2. Forward the **Request for District Travel** to the appropriate Next Level Administrator for approval. If Grant Management is paying for the travel, forward to the Director of Grant Management.
3. Upon Next Level Administrator approval, they will forward the Request for District Travel to the APS Travel Technician located in the APS Accounts Payable office. The travel technician will assign a Travel Authorization Number and notify travelers via email (TAN#). Original Request for Leave slip will be forwarded to APS Payroll office by the travel technician.
4. The bookkeeper of the traveler's site should accomplish the following for Section A (Prepaid Expenses). Include the cost account number, vendor number and if you are not requiring a check make sure to indicate by check marking the "paid by purchasing card" section. Items in Section B (Per Diem/Actual Expenses) and Section C (Airfare/Car Rental Expenses) will be accounted for following the travel utilizing an APS Employee Travel Voucher. The items in Section C will be charged by the APS Accounts Payable department to the cost account indicated in Section C when billed by the Travel Agency. Approval of the travel is the authorization to charge the items.
5. The traveler should contact the APS Travel Agent (Rio Grande Travel 292-7044) to arrange the most economical airline itinerary. Automobile rental services can be arranged, provided less expensive public transportation is not available. The TAN number will be required in order to arrange for these items.
6. If checks for prepaid items were requested in Section A, the traveler should follow up with the site bookkeeper regarding the status of the check request. It is the traveler's responsibility to follow up on the check request. If the check for prepaid items is to be hand carried by the traveler, the traveler must inform Accounts Payable before the check is produced. You should allow at least three weeks for processing these items.

# Manager or Director Accounts Payable

Initial approval of travel form

Return to Tech for submission to AP for processing



**Personal Service Agreements:**

On occasion, a program manager will enter into a contract with a vendor to provide specific services with in a grant. This form is used to secure the agreement. Verify that the service is allowable in the grant. Verify that the program manager has signed the contract. Verify the cost account number and that funds are available. Initial and forward to Procurement.



PROCUREMENT DEPARTMENT

**Professional Services Agreement**  
(All spaces MUST be filled in)

Requisition # 3006130  
PO 3006125

THIS AGREEMENT made out and entered into this 4 day of SEPTEMBER year 2014 by and between the Board of Education, Albuquerque Public Schools, hereafter referred to as APS, and PENNY HOLLAND, LPC (Contractor).

<b>CONTRACTOR INFORMATION:</b> Address <u>1024 SUMMIT NE ALBUQUERQUE, NM 87106</u> Phone <u>505-265-2256</u> Vendor # <u>17724</u> SS/ID # _____ ABQ Bus. Reg. # _____ NM CRS # _____		<b>APS INFORMATION:</b> School/Dept. <u>STCS</u> Address _____ Phone _____ Cost Account # <u>2549 2150440100</u>
--	--	--

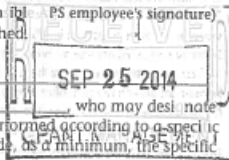
IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

559150 5440116200 11200

1. **SCOPE OF WORK** The Contractor may be requested to perform the following services. (If more space is required, provide this information as a separate attachment.) COMMUNITY MENTAL HEALTH PROVIDER IN THE SCHOOLS

SCHOOL ON WHEELS (2 CAMPUSES)

- 2.  Contractor will not have unsupervised access to students. \_\_\_\_\_ (responsible PS employee's signature)
- Contractor will have unsupervised access to students. Fingerprints and funds for background check attached.
- Verification of background check results attached.
- Background check results on file as of \_\_\_\_\_ (responsible APS employee's signature)



3. **COORDINATION** The Contractor shall work at the direction of LESLIE KELLY who may designate SUSAN MCKEE to coordinate the work of the Contractor. Work shall only be performed according to a specific written assignment, as described above or as may be provided as an attachment. The work order shall include, as a minimum, the specific deliverables, maximum level of effort, and required dates of completion for each task assigned.

4. **COMPENSATION AND TAXES**  
 A. APS shall pay the Contractor for services rendered. Fee: \$ 55<sup>00</sup>/HR (hourly, weekly, etc.).  
 Tax:  included or  add at current rate for Contractor's address  Tax exempt vendor.

TX 55<sup>00</sup>/HR CH \$45<sup>00</sup>/HR HWT \$45<sup>00</sup>/HR

Contractor shall secure all licenses, permits, fees, registrations, etc., required for the performance of this work. Contractor will provide estimate of the required hours to complete the task. Compensation will be paid based on services performed for authorized assignments.

Total amount including taxes billed against this contract shall not exceed \$ 4,500. (CONTRACTOR IS RESPONSIBLE FOR NOT EXCEEDING THIS LIMIT). Processing of payment will begin upon receipt of a detailed, certified invoice for services, which shall include dates and hours reported for the period covered, along with details and percent of work expended, as described above or per attachment. **Allow 30 - 45 days for payment to be made.** APS holds a Class 9 Non-Taxable Transaction Certificate which does not exempt the district from payment of applicable taxes on services. Tax rates will fluctuate as determined by law and will be added to invoice as a separate item with a grand total clearly set forth. The Contractor is responsible for paying directly to the New Mexico Gross Receipts Tax and/or any other applicable tax levied on the amounts payable under this agreement. Contractor represents that the records of the Taxation and Revenue Department reflect that the Contractor has a valid Federal Tax Identification Number and is registered with the Taxation and Revenue Department to pay the New Mexico Gross Receipts Tax levied on the amounts payable under this Agreement. The Contractor's Social Security number will be accepted in lieu of a Federal Taxation number. Contractor is acting and shall be deemed for all purposes, to be an independent Contractor.

B. Other terms which may apply to this contract: CANNOT EXCEED CONTRACT AMOUNT

5. **TERM** The work shall begin on (Date) AUGUST 13, 2014 and terminate on (Date) MAY 31, 2015 unless terminated pursuant to Paragraph 6, infra. This agreement is not renewable.

6. **IN WITNESS WHEREOF**, the parties have executed this Agreement.

By: [Signature] Title sole proprietor Date 9/5/14  
 By: [Signature] Title COUNSELING MANAGER Date 9-5-2014  
 By: [Signature] Title Account Mgr Date 9/15/14

ALL SIGNATURES ARE REQUIRED PRIOR TO BEGINNING THE WORK. THIS IS NOT A LEGAL CONTRACT UNTIL SIGNED BY THE PURCHASING DEPARTMENT. WORK CANNOT BEGIN AND PAYMENT CANNOT BE PROCESSED WITHOUT PURCHASING APPROVAL. See additional terms and conditions on reverse side.

# Grant Billing

Grant Billing will be done the Billing Specialist for all grants. There are a couple of minor exceptions that run through program, or are cash up front. However, it is the billing specialist's responsibility to ensure funds are received and posted correctly.

The Billing Specialist will work primarily with the technician assistant for obtaining backup documents for billing but you may be occasionally asked to assist with explanations and/or research to assist in billing.

# Billing Specialist Grant Billing

Responsible for billing all reimbursable grants

Responsible for proper coding of receipts for all grants

Responsible for the completeness and accuracy of all cash relating to grants

# Technician Assistant Grant Billing

Responsible to assist billing specialist with all backup documentation required for billing grants



**Steps for opening the year:**

1. Some grants will close the year with unspent funding that is allowed to be spent during the next year. Some grants will close the year for the final time and unspent budget is lost.
2. Using the GL298 or the Access Database report from step 6 in closing a year, make a list of grants that will be available to use in the next fiscal (school) year. Include the PED Fund Number, APS Grant number, Amount estimated to remain at the end of the year and the FTE that will be re-established in the new year.
3. Submit this list to the Director by deadlines established each year.
4. Using the form found at: U:\Categorical Programs\\_School Year 20xx-20xx\Forms xx-xx\ File name: xx-xx Beginning Budget Upload.xlsx. Follow the instructions on the first tab to create the line items to begin the next fiscal year, based on the list given to the director. For example, if you turned in a grant for \$20,000, create this sheet for the information pertaining to the lines associated with that \$20,000. In many cases, the funds can be re-loaded right where they were at the year end. In some cases, you will need to work with the program staff to develop new lines. When doing this, use the process described on page 25

Charters--be sure to use correct location box--Academia de Lengua y Cultura will be closing--no budget there

**DO NOT DELETE ANY LINES..... IF YOU CAN'T FIND YOUR ACCOUNT HERE PLEASE COME TALK TO ME BEFORE ADDING IT AT THE BOTTOM IN YELLOW**

**Enter PED Grant Number**

USE PROGRAM 1010 FIRST, IF NOT AVAIL THEN 0, IF NOT AVAIL, THEN WHATEVER YOU WANT

Budget Status	District	Year	Fund	Function	Object	Program	Locatio	Job Cla	Estimated Total Expenditures for 13-14 (don't forget revenue as a negative number)	Projected Amount for 14-15 Budget (don't forget revenue as a negative number)	Estimated Ending Total FTE for 13-14 all lines with 511000 (except subs) MUST have a number	Projected Budgeted FTE for 14-15 all lines with 51100 (except subs) MUST have a number
IB	1	2015	0	0	11112	0	0	0	0	0	0	0
IB	1	2015	0	0	41500	0	0	0	0	0	0	0
IB	1	2015	0	0	41921	0	0	0	0	0	0	0
IB	1	2015	0	0	41922	0	0	0	0	0	0	0
IB	1	2015	0	0	41923	0	0	0	0	0	0	0
IB	1	2015	0	0	41924	0	0	0	0	0	0	0
IB	1	2015	0	0	41955	0	0	0	0	0	0	0

5. Following the instructions on the first tab, create a Board Doc for each fund

BAR # \_\_\_\_\_ Lawson Budget JE # \_\_\_\_\_

**BOARD DOC INFORMATION SHEET**  
**Budget Changes 2014-2015**

GRANT NAME: \_\_\_\_\_ Technical Assistant: \_\_\_\_\_

Funding Source: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

PED FUND NUMBER: \_\_\_\_\_ REVENUE CODE: \_\_\_\_\_ APS PROGRAM NUMBER: \_\_\_\_\_

Grant Beginning Date: \_\_\_\_\_ Grant Ending Date: \_\_\_\_\_

name	phone
Grantor Contact-Program	_____
Grantor Contact-Fiscal	_____
APS Contact-Program	_____
APS Contact-Assoo Super	_____

**TO BE COMPLETED BY MANAGEMENT:**

Date Approved by Acot Mgr \_\_\_\_\_ Finance Date \_\_\_\_\_ Board Date \_\_\_\_\_

Specialist Assigned \_\_\_\_\_ Dolores \_\_\_\_\_ Date/Copy to Tech, Specialist, Director \_\_\_\_\_

OBMS Submit date \_\_\_\_\_ Approve date \_\_\_\_\_ Date Tech notified of PED Approval \_\_\_\_\_

6. Follow the steps on page 34 and 35 for entry to Lawson
7. Once all the grants you will begin the new year with are loaded into the workbook, forward the entire workbook to the director.
8. On July 1, post Budget 2 and notify program managers that funds are available for use.

# Director

## Beginning and Ending a Year

Using the files from the Grant Technicians prepare the entry for OBMS

Create new notebook for current year

Make copies of Board Docs for Manager

# Manager

## Beginning and Ending a Year

Create new notebook for current year

Update new Access Database



# Appendix

# Account List Alpha

Acct	ACCOUNT_DESC
511000.1624	Activities Salaries
512000.1624	Activities Salaries
513000.1624	Activities Salaries Add'l Comp
513005.1624	Activities Salaries Differentials
512000.1114	Administrative Assistants Overtime
511000.1114	Administrative Assistants Salaries
513000.1114	Administrative Associates
513005.1114	Administrative Associates
511000.1113	Administrative Associates Salaries
511000.1619	Adult Education Salaries
573320	Assets (\$0 - \$999)
573321	Assets (\$1,000 to \$4,999)
573310	Assets (\$5,000 & up)
511000.1115	Assoc Super Finance Salaries
513000.1618	Athletics Add'l Comp
513005.1618	Athletics Differentials
512000.1618	Athletics Overtime
511000.1618	Athletics Salaries
532160	Audiologists - Contracted
511000.1316	Audiologists Salaries
534110	Auditing
512000.1622	Bus Drivers - Overtime
511000.1622	Bus Drivers Salaries
513000.1220	Business Office Support Add'l Comp
512000.1220	Business Office Support Overtime
511000.1220	Business Office Support Salaries
561161	Commodities
544161	Communication -Cell Phone Svc
544160	Communication Services
573322	Computers (\$4,999 or less)
559140	Contracts - Interagency
513000.1211	Coordinators/Smes Add'l Comp
513005.1211	Coordinators/Smes Differentials
511000.1211	Coordinators/SMSs Salaries
513000.1214	Counselors/Social Workers Add'l Comp
511000.1214	Counselors/Social Workers Salaries
513000.1615	Custodial Add'l Comp
512000.1615	Custodial Overtime
511000.1615	Custodial Salaries

Acct	ACCOUNT_DESC
513000.1511	Data Processing Add'l Comp
512000.1511	Data Processing Overtime
511000.1511	Data Processing Salaries
523130	Dental
559120	Dependent Charter Allocations
532110	Diagnosticians - Contracted
513000.1311	Diagnosticians Add'l Comp
511000.1311	Diagnosticians Salaries
523150	Disability
419230	Donations - Administration Categorical
419210	Donations - Instructional Categorical
419220	Donations - Instructional Support Categorical
512000.1219	Duty Personnel Overtime
511000.1219	Duty Personnel Salaries
558145	Employee Training - CLP
558140	Employee Training - Non-Teachers
558130	Employee Travel - Non-Teachers
521110	ERA - Educational Retirement Association
511000.1625	Extended Srvc Students Salaries
443010	Federal Direct - Restricted Grants
445001	Federal Flow-through - Restricted Grants
522100	FICA Payments
561160	Food - Snacks
513000.1617	Food Service Add'l Comp
512000.1617	Food Service Overtime
511000.1617	Food Service Salaries
562110	Gasoline
561180	General Supplies & Materials
999915	Grant Mgmt AR Clearing
999925	Grant Mgmt Expense Clearing
999920	Grant Mgmt Revenue Clearing
523110	Health and Medical Premiums
513000.1216	Health Assistants Add'l Comp.
512000.1216	Health Assistants Overtime
511000.1216	Health Assistants Salaries
441030	Impact Aid
442050	Indirect Costs - Federal Flow Through
441070	Indirect Costs (Federal Direct Grants)
432130	Indirect Costs (State Direct Grants)
432120	Indirect Costs (State Flow-through Grants)

Acct	ACCOUNT_DESC
513000.1711	Ins Assist - Grades 1-12 Add'l Comp
512000.1711	Ins Assist - Grades 1-12 Overtime
511000.1711	Ins Assist - Grades 1-12 Salaries
513000.1714	Ins Assist - Preschool Add'l Comp
512000.1714	Ins Assist - Preschool Overtime
511000.1714	Ins Assist - Preschool Salaries
513000.1712	Ins Assist - Special Ed Add'l Comp
512000.1712	Ins Assist - Special Ed Overtime
511000.1712	Ins Assist - Special Ed Salaries
513000.1713	Ins Assistants - Ece Add'l Comp
512000.1713	Ins Assistants - Ece Overtime
511000.1713	Ins Assistants - Ece Salaries
513000.1317	Interpreters
513005.1317	Interpreters
532170	Interpreters - Contracted
511000.1317	Interpreters Salaries
534130	Legal Services
561140	Library & Audio-Visual
513000.1213	Library/Media Assistants
512000.1213	Library/Media Assistants Overtime
511000.1213	Library/Media Assistants Salaries
513000.1212	Library/Media Specialists Add'l Comp
511000.1212	Library/Media Specialists Salaries
523120	Life
543120	Maint & Repairs - Building & Grounds
543140	Maint & Repairs - Buses
543110	Maint & Repairs - Furniture/Fixtures/Equipment
543150	Maint & Repairs - SB9 - Bldgs/Grnds/Equipment
543130	Maint & Repairs - Vehicles
512000.1614	Maintenance Overtime
511000.1614	Maintenance Salaries
522200	Medicare Payments
558135	Mileage - Non-Teachers
561170	Non-Food Items
532130	Occupational Therapists - Contracted
513000.1313	Occupational Therapists Add'l Comp
511000.1313	Occupational Therapists Salaries
537110	Other Charges
559150	Other Contract Services
534140	Other Professional/Technical Services
561120	Other Textbooks

Acct	ACCOUNT_DESC
558180	Parent Travel
513000.1314	Physical Therapists Add'l Comp
511000.1314	Physical Therapists Salaries
532140	Physical/Recreational Therapists - Contracted
513000.1112	Principals Add'l Comp
511000.1112	Principals Salaries
533300	Professional Development
532150	Psychologists/Counselors - Contracted
513000.1315	Psychologists/Counselors Add'l Compt
511000.1315	Psychologists/Counselors Salaries
513000.1215	Registered Nurses Add'l Comp
511000.1215	Registered Nurses Salaries
521120	RHP - Retiree Health Plan
513000.1218	School/Student Support Add'l Comp
512000.1218	School/Student Support Overtime
511000.1218	School/Student Support Salaries
513000.1217	Secretarial/Clerical/Tech Add'l Comp
512000.1217	Secretarial/Clerical/Tech Overtime
511000.1217	Secretarial/Clerical/Tech Salaries
511000.1613	Separation Pay Salaries (Leave)
561130	Software
532190	Special Ed Assist (Non-Instruc) - Contracted
512000.1319	Special Ed Assistants Overtime (Non Instructional)
511000.1319	Special Ed Assistants Salaries (Non Instructional)
513000.1318	Specialists
532180	Specialists - Contracted
511000.1318	Specialists Salaries
532120	Speech Therapists - Contracted
513000.1312	Speech Therapists Add'l Comp
511000.1312	Speech Therapists Salaries
432030	State Direct Grants
432020	State Flow-through Grants
558170	Student Travel
511000.1612	Substitutes - Other Leave Salaries
511000.1610	Substitutes - Professional Development Leave
511000.1611	Substitutes - Sick Leave Salaries
513000.1621	Summer School/After Schl Add'l Comp
512000.1621	Summer School/After Schl Overtime
511000.1621	Summer School/After Schl Salaries

Acct	ACCOUNT_DESC
513000.1411	Teachers - Grades 1-12 Add'l Comp
513005.1411	Teachers - Grades 1-12 Differentials
511000.1411	Teachers - Grades 1-12 Salaries
511000.1416	Teachers - Other Instruct Salaries
513000.1416	Teachers - Other Instruct Salaries
513000.1414	Teachers - Preschool
513000.1412	Teachers - Special Ed Add'l Comp
513005.1412	Teachers - Special Ed Differentials
511000.1412	Teachers - Special Ed Salaries
511000.1422	Teachers - Special Education - Gifted
513000.1422	Teachers - Special Education - Gifted
513000.1415	Teachers - Voc And Tech Add'l Comp
511000.1415	Teachers - Voc And Tech Salaries
513000.1413	Teachers -Early Childhood Add'l Comp
511000.1413	Teachers -Early Childhood Salaries
511000.1414	Teachers Preschool Salaries (excludes Special Education)
551120	Transportation Contractors
525000	Unemployment Compensation
573110	Vehicles - General
523140	Vision
512000.1616	Warehouse/Delivery Overtime
511000.1616	Warehouse/Delivery Salaries
527200	Workers Comp Employer's Fee
527300	Workers Comp Self Insured

## Account List Numeric

Acct	ACCOUNT_DESC
419210	Donations - Instructional Categorical
419220	Donations - Instructional Support Categorical
419230	Donations - Administration Categorical
432020	State Flow-through Grants
432030	State Direct Grants
432120	Indirect Costs (State Flow-through Grants)
432130	Indirect Costs (State Direct Grants)
441030	Impact Aid
441070	Indirect Costs (Federal Direct Grants)
442050	Indirect Costs - Federal Flow Through
443010	Federal Direct - Restricted Grants
445001	Federal Flow-through - Restricted Grants
511000.1112	Principals Salaries
511000.1113	Administrative Associates Salaries
511000.1114	Administrative Assistants Salaries
511000.1115	Assoc Super Finance Salaries
511000.1211	Coordinators/SMSs Salaries
511000.1212	Library/Media Specialists Salaries
511000.1213	Library/Media Assistants Salaries
511000.1214	Counselors/Social Workers Salaries
511000.1215	Registered Nurses Salaries
511000.1216	Health Assistants Salaries
511000.1217	Secretarial/Clerical/Tech Salaries
511000.1218	School/Student Support Salaries
511000.1219	Duty Personnel Salaries
511000.1220	Business Office Support Salaries
511000.1311	Diagnosticians Salaries
511000.1312	Speech Therapists Salaries
511000.1313	Occupational Therapists Salaries
511000.1314	Physical Therapists Salaries
511000.1315	Psychologists/Counselors Salaries
511000.1316	Audiologists Salaries
511000.1317	Interpreters Salaries
511000.1318	Specialists Salaries
511000.1319	Special Ed Assistants Salaries (Non Instructional)
511000.1411	Teachers - Grades 1-12 Salaries
511000.1412	Teachers - Special Ed Salaries
511000.1413	Teachers -Early Childhood Salaries
511000.1414	Teachers Preschool Salaries (excludes Special Education)

Acct	ACCOUNT_DESC
511000.1415	Teachers - Voc And Tech Salaries
511000.1416	Teachers - Other Instruct Salaries
511000.1422	Teachers - Special Education - Gifted
511000.1511	Data Processing Salaries
511000.1610	Substitutes - Professional Development Leave
511000.1611	Substitutes - Sick Leave Salaries
511000.1612	Substitutes - Other Leave Salaries
511000.1613	Separation Pay Salaries (Leave)
511000.1614	Maintenance Salaries
511000.1615	Custodial Salaries
511000.1616	Warehouse/Delivery Salaries
511000.1617	Food Service Salaries
511000.1618	Athletics Salaries
511000.1619	Adult Education Salaries
511000.1621	Summer School/After Schl Salaries
511000.1622	Bus Drivers Salaries
511000.1624	Activities Salaries
511000.1625	Extended Srvcs Students Salaries
511000.1711	Ins Assist - Grades 1-12 Salaries
511000.1712	Ins Assist - Special Ed Salaries
511000.1713	Ins Assistants - Ece Salaries
511000.1714	Ins Assist - Preschool Salaries
512000.1114	Administrative Assistants Overtime
512000.1213	Library/Media Assistants Overtime
512000.1216	Health Assistants Overtime
512000.1217	Secretarial/Clerical/Tech Overtime
512000.1218	School/Student Support Overtime
512000.1219	Duty Personnel Overtime
512000.1220	Business Office Support Overtime
512000.1319	Special Ed Assistants Overtime (Non Instructional)
512000.1511	Data Processing Overtime
512000.1614	Maintenance Overtime
512000.1615	Custodial Overtime
512000.1616	Warehouse/Delivery Overtime
512000.1617	Food Service Overtime
512000.1618	Athletics Overtime
512000.1621	Summer School/After Schl Overtime
512000.1622	Bus Drivers - Overtime
512000.1624	Activities Salaries
512000.1711	Ins Assist - Grades 1-12 Overtime



Acct	ACCOUNT_DESC
512000.1712	Ins Assist - Special Ed Overtime
512000.1713	Ins Assistants - Ece Overtime
512000.1714	Ins Assist - Preschool Overtime
513000.1112	Principals Add'l Comp
513000.1114	Administrative Associates
513000.1211	Coordinators/Smes Add'l Comp
513000.1212	Library/Media Specialists Add'l Comp
513000.1213	Library/Media Assistants
513000.1214	Counselors/Social Workers Add'l Comp
513000.1215	Registered Nurses Add'l Comp
513000.1216	Health Assistants Add'l Comp.
513000.1217	Secretarial/Clerical/Tech Add'l Comp
513000.1218	School/Student Support Add'l Comp
513000.1220	Business Office Support Add'l Comp
513000.1311	Diagnosticians Add'l Comp
513000.1312	Speech Therapists Add'l Comp
513000.1313	Occupational Therapists Add'l Comp
513000.1314	Physical Therapists Add'l Comp
513000.1315	Psychologists/Counselors Add'l Compt
513000.1317	Interpreters
513000.1318	Specialists
513000.1411	Teachers - Grades 1-12 Add'l Comp
513000.1412	Teachers - Special Ed Add'l Comp
513000.1413	Teachers -Early Childhood Add'l Comp
513000.1414	Teachers - Preschool
513000.1415	Teachers - Voc And Tech Add'l Comp
513000.1416	Teachers - Other Instruct Salaries
513000.1422	Teachers - Special Education - Gifted
513000.1511	Data Processing Add'l Comp
513000.1615	Custodial Add'l Comp
513000.1617	Food Service Add'l Comp
513000.1618	Athletics Add'l Comp
513000.1621	Summer School/After Schl Add'l Comp
513000.1624	Activities Salaries Add'l Comp
513000.1711	Ins Assist - Grades 1-12 Add'l Comp
513000.1712	Ins Assist - Special Ed Add'l Comp
513000.1713	Ins Assistants - Ece Add'l Comp
513000.1714	Ins Assist - Preschool Add'l Comp
513005.1114	Administrative Associates
513005.1211	Coordinators/Smes Differentials
513005.1317	Interpreters

Acct	ACCOUNT_DESC
513005.1411	Teachers - Grades 1-12 Differentials
513005.1412	Teachers - Special Ed Differentials
513005.1618	Athletics Differentials
513005.1624	Activities Salaries Differentials
521110	ERA - Educational Retirement Association
521120	RHP - Retiree Health Plan
522100	FICA Payments
522200	Medicare Payments
523110	Health and Medical Premiums
523120	Life
523130	Dental
523140	Vision
523150	Disability
525000	Unemployment Compensation
527200	Workers Comp Employer's Fee
527300	Workers Comp Self Insured
532110	Diagnosticians - Contracted
532120	Speech Therapists - Contracted
532130	Occupational Therapists - Contracted
532140	Physical/Recreational Therapists - Contracted
532150	Psychologists/Counselors - Contracted
532160	Audiologists - Contracted
532170	Interpreters - Contracted
532180	Specialists - Contracted
532190	Special Ed Assist (Non-Instruc) - Contracted
533300	Professional Development
534110	Auditing
534130	Legal Services
534140	Other Professional/Technical Services
537110	Other Charges
543110	Maint & Repairs - Furniture/Fixtures/Equipment
543120	Maint & Repairs - Building & Grounds
543130	Maint & Repairs - Vehicles
543140	Maint & Repairs - Buses
543150	Maint & Repairs - SB9 - Bldgs/Grnds/Equipment
544160	Communication Services
544161	Communication -Cell Phone Svc
551120	Transportation Contractors
558130	Employee Travel - Non-Teachers

Acct	ACCOUNT_DESC
558135	Mileage - Non-Teachers
558140	Employee Training - Non-Teachers
558145	Employee Training - CLP
558170	Student Travel
558180	Parent Travel
559120	Dependent Charter Allocations
559140	Contracts - Interagency
559150	Other Contract Services
561120	Other Textbooks
561130	Software
561140	Library & Audio-Visual
561160	Food - Snacks
561161	Commodities
561170	Non-Food Items
561180	General Supplies & Materials
562110	Gasoline
573110	Vehicles - General
573310	Assets (\$5,000 & up)
573320	Assets (\$0 - \$999)
573321	Assets (\$1,000 to \$4,999)
573322	Computers (\$4,999 or less)
999915	Grant Mgmt AR Clearing
999920	Grant Mgmt Revenue Clearing
999925	Grant Mgmt Expense Clearing

# Associate Superintendent Assignments

School	Loc	Address	Phone	Fax	Associate
A. Montoya	321	24 Public School Rd. 87059	281-0880	281-1905	Diane Kershen
Acoma	204	11800 Princess Jeanne NE 87112	291-6866	291-3625	Diane Kershen
Adobe Acres	206	1724 Camino Del Valle SW 87105	877-4799	873-8533	Raquel Reedy
Alameda	207	412 Alameda Blvd., NW 87114	898-0070	898-7430	Raquel Reedy
Alamosa	210	6500 Sunset Gardens SW 87105	836-0288	831-5643	Raquel Reedy
Alvarado	213	1100 Solar Rd., NW 87107	344-4412	761-8405	Raquel Reedy
Apache	214	12800 Copper St., NE 87123	292-7735	296-2669	Diane Kershen
Armijo	215	1440 Gatewood Rd., SW 87105	877-2920	877-5613	Raquel Reedy
Arroyo del Oso	329	6504 Harper NE 87109	821-9393	821-9060	Diane Kershen
Atrisco	216	1201 Atrisco Rd., SW 87105	877-2772	873-8542	Raquel Reedy
Bandelier	222	3309 Pershing St., SE 87106	255-8744	260-2035	Raquel Reedy
Barcelona	225	2311 Barcelona Rd., SW 87105	877-0400	873-8531	Raquel Reedy
Bel-Air	228	4725 Candelaria Rd., NE 87110	888-4033	880-3950	Diane Kershen
Bellehaven	229	8701 Princess Jeanne St., NE 87112	298-7489	291-6871	Diane Kershen
Carlos Rey	339	1215 Cerrillos Rd., SW 87121	836-7738	831-4401	Raquel Reedy
Chamiza	295	5401 Homestead Cir. NW 87120	897-5174	897-5176	Diane Kershen
Chaparral	234	6325 Milne Rd., NW 87120	831-3301	831-6314	Raquel Reedy
Chelwood	236	12701 Constitution Ave., NE 87112	296-5655	291-6872	Diane Kershen
Cochiti	237	3100 San Isidro Rd., NW 87107	345-1432	761-8406	Raquel Reedy
Collet Park	240	2100 Morris St., NE 87112	298-3010	291-6868	Diane Kershen
Comanche	241	3505 Pennsylvania St., NE 87110	884-5275	880-3988	Diane Kershen
Coronado ES	243	601 4th St SW, 87102	843-8283	242-4636	Diane Kershen
Corrales	351	200 Target Rd., Corrales, NM 87048	792-7400	897-5167	Diane Kershen
Dennis Chavez	203	7500 Barstow NE 87109	821-1810	857-0171	Diane Kershen
Desert Willow Family School	900	3303 Monroe NE, 87110	888-1647	888-1648	Diane Kershen
Dolores Gonzales	244	900 Atlantic St., SW 87102	764-2020	243-5440	Diane Kershen
Double Eagle	350	8901 Lowell St., NE 87122	857-0187	857-0188	Diane Kershen
Duranes	249	2436 Zickert Rd., NW 87104	764-2017	764-2019	Raquel Reedy
East San Jose	252	415 Thaxton Ave., SE 87102	764-2005	764-2007	Diane Kershen
Edmund G. Ross	219	6700 Palomas NE 87109	821-0185	821-8688	Diane Kershen
Edward Gonzales	262	554 90th St., SW 87121	831-6214 x8300	831-3036	Raquel Reedy
Emerson	255	620 Georgia St., SE 87108	255-9091	260-2036	Raquel Reedy
Eubank	258	9717 Indian School Rd., NE 87112	299-4483	298-3088	Diane Kershen
Eugene Field	261	700 Edith Blvd., SE 87102	764-2014	764-2016	Diane Kershen
Georgia O'Keeffe	328	11701 San Victorio NE 87111	293-4259	293-4586	Raquel Reedy
Governor Bent	230	5700 Hendrix Rd. NE 87110	881-9797	881-8885	Diane Kershen
Griegos	267	4040 San Isidro NW 87107	345-3661	344-2565	Raquel Reedy
Hawthorne	270	420 General Somervell NE 87123	299-4424	291-6836	Raquel Reedy
Helen Cordero	395	8800 Eucariz SW 87121	833-5830 x60710	831-5229	Raquel Reedy
Hodgin	273	3801 Morningside Dr., NE 87110	881-9855	881-0706	Diane Kershen
Hubert Humphrey	221	9801 Academy Hills Dr., NE 87111	821-4981	857-0185	Diane Kershen
Inez	276	1700 Pennsylvania St., NE 87110	299-9010	299-5311	Diane Kershen
John Baker	217	12015-B Tivoli St., NE 87111	298-7486	299-1495	Raquel Reedy
Kirtland	279	3530 Gibson Blvd., SE 87118	255-3131	255-1255	Raquel Reedy
Kit Carson	231	1921 Byron Ave., SW 87105	877-2724	877-1191	Raquel Reedy
La Luz	282	225 Griegos Rd., NW 87107	761-8415	344-2890	Raquel Reedy
La Mesa	285	7500 Copper Ave., NE 87108	262-1581	260-2033	Raquel Reedy
Lavaland	288	501 57th St., NW 87105	836-4911	833-1332	Raquel Reedy
Lew Wallace	373	513 6th Street NW 87102	848-9409	848-9411	Diane Kershen
Longfellow	291	400 Edith NE 87102	764-2024	766-5243	Diane Kershen
Los Padillas	297	2525 Los Padillas Rd., SW 87105	877-0108	873-8527	Raquel Reedy
Los Ranchos	336	7609 4th Street NW 87107	898-0794	898-2080	Raquel Reedy
Lowell	300	1700 Sunshine Terrace SE 87106	764-2011	764-2013	Diane Kershen

School	Loc	Address	Phone	Fax	Associate
MacArthur	303	1100 MacArthur Rd., NW 87107	344-1482	344-3927	Raquel Reedy
Manzano Mesa	260	801 Elizabeth St., SE 87123	292-6707	292-6719	Raquel Reedy
Marie M. Hughes	365	5701 Mojave NW 87120	897-3080	898-2894	Diane Kershen
Mark Twain	364	6316 Constitution Ave., NE 87110	255-8337	268-3220	Raquel Reedy
Mary Ann Binford	250	1400 Corriz SW 87121	836-0623	836-7734	Raquel Reedy
Matheson Park	305	10809 Lexington NE 87112	291-6837	298-4302	Raquel Reedy
McCollum	307	10900 San Jacinto St., NE 87112	298-5009	298-3840	Diane Kershen
Mission Avenue	309	725 Mission Ave., NE 87107	344-5145	761-8413	Raquel Reedy
Mitchell	310	10121 Comanche Rd., NE 87111	299-1937	296-0012	Raquel Reedy
Monte Vista	312	3211 Monte Vista Blvd., NE 87106	260-2030	255-4680	Diane Kershen
Montezuma	315	3100 Indian School NE 87106	260-2040	268-7731	Diane Kershen
Mountain View	324	5317 2nd Street SW 87105	877-3800	873-8511	Raquel Reedy
Navajo	327	2936 Hughes Rd., SW 87105	873-8512	873-8513	Raquel Reedy
North Star	268	9301 Ventura NE 87122	856-6578	856-7486	Diane Kershen
Onate	227	12415 Brentwood Hills NE 87112	291-6819	275-0648	Raquel Reedy
Osuna	332	4715 Moon St., NE 87111	296-4811	291-6840	Diane Kershen
Painted Sky	275	8101 Gavin St., NW 87120	836-7763	836-7765	Raquel Reedy
Pajarito	333	2701 Don Felipe SW 87105	877-9718	873-8539	Raquel Reedy
Petroglyph	317	5100 Marna Lynn Ave., NW 87114	898-0923	898-0949	Diane Kershen
Reginald Chavez	330	2700 Mountain Rd. NW 87104	764-2008	764-2010	Diane Kershen
Rudolfo Anaya	392	2800 Vermejo Park Dr SW, 87121	452-3137	873-1360	Raquel Reedy
S.Y. Jackson	360	4720 Cairo Dr., NE 87111	296-9536	292-2346	Raquel Reedy
San Antonito	345	12555 North Highway 14, 87047	281-3931	281-5864	Diane Kershen
Sandia Base	348	21001 Wyoming SE, KAFB East, 87116	268-4356	260-2028	Raquel Reedy
Seven Bar	265	4501 Seven Bar Loop NW 87114	899-2797 x6	899-4376	Diane Kershen
Sierra Vista	356	10220 Paseo Del Norte NW 87114	898-0272	898-1796	Diane Kershen
Sombra Del Monte	357	9110 Shoshone Rd., NE 87111	291-6842 x8	292-8237	Diane Kershen
SR Marmon	280	1800 72nd Street NW 87120	831-5400	833-1565	Raquel Reedy
Sunset View	393	6121 Paradise Blvd., NW, 87114	792-3254	898-9233	Diane Kershen
Tierra Antigua	389	8121 Rainbow Blvd., NW 87120	792-3262	898-9234	Diane Kershen
Tomasita	363	701 Tomasita St., NE 87123	291-6844	275-0224	Diane Kershen
Valle Vista	370	1700 Mae Ave., SW 87105	836-7739	831-2222	Raquel Reedy
Ventana Ranch	264	6801 Ventana Village Rd., NW 87114	890-7375	890-4124	Diane Kershen
Wherry	376	Bldg. 25000 KAFB East 87116	268-2434	260-2025	Raquel Reedy
Whittier	379	1110 Qunicy St., SE 87108	255-2008	260-2026	Raquel Reedy
Zia	385	440 Jefferson St., NE 87108	260-2020	255-1014	Diane Kershen
Zuni	388	6300 Claremont Ave., NE 87110	881-8313	889-8621	Diane Kershen
All Middle Schools					Katerina Sandoval
All High Schools					Todd Resch

# Business Systems School Assignment List

<b>Kelli Murphy</b>		
<b>880-2587</b>		
<b><u>514 Del Norte HS</u></b>	<b><u>530 Manzano HS</u></b>	<b><u>Alternative Schools</u></b>
219 E.G. Ross ES	204 Acoma ES	192 Transition Outcomes
228 Bel-Air ES	214 Apache ES	511 Albuquerque Evening HS
230 Governor Bent ES	236 Chelwood ES	548 Juvenile Detention Center
273 Hodgkin ES	240 Collet Park ES	549 New Futures HS
329 Arroyo Del Oso ES	307 McCollum ES	592 Career Enrichment Center
388 Zuni ES	321 A. Montoya ES	594 Sierra Alternative
407 Cleveland MS	345 San Antonito ES	596 Freedom HS
440 McKinley MS	363 Tomasita ES	597 School On Wheels
516 Nex+gen Academy HS	420 Jackson MS	840 Vision Quest MS
427 Kennedy MS	900 Desert Willow Family School	
452 Roosevelt MS		
<b><u>540 Rio Grande HS</u></b>	<b><u>590 Albuquerque HS</u></b>	<b><u>580 Cibola HS</u></b>
206 Adobe Acres ES	243 Coronado ES	264 Sunset View ES
215 Armijo ES	244 Dolores Gonzales ES	265 Seven Bar ES
216 Atrisco ES	252 East San Jose ES	295 Chamiza ES
225 Barcelona ES	261 Eugene Field ES	317 Petroglyph ES
231 Kit Carson ES	291 Longfellow ES	351 Corrales ES
297 Los Padillas ES	300 Lowell ES	356 Sierra Vista ES
324 Mountain View ES	312 Monte Vista ES	365 Marie Hughes ES
327 Navajo ES	315 Montezuma ES	389 Tierra Antigua ES
333 Pajarito ES	330 ReginaId Chavez ES	393 Ventana Ranch
370 Valle Vista ES	373 Lew Wallace ES	457 Taylor MS
415 Harrison MS	385 Zia ES	485 Lyndon B. Johnson MS
448 Polk MS	425 Jefferson MS	490 Monroe MS
450 Ernie Pyle MS	465 Washington MS	492 Tony Hillerman MS
575 Volcano Vista HS		
<b>Chad Chandler</b>		
<b>880-2586</b>		
<b><u>525 La Cueva HS</u></b>	<b><u>550 Sandia HS</u></b>	<b><u>515 Eldorado HS</u></b>
203 Dennis Chavez ES	229 Bellehaven ES	217 John Baker ES
221 Hubert Humphrey ES	241 Comanche ES	227 Oñate ES
268 North Star ES	258 Eubank ES	305 Matheson Park ES
350 Double Eagle ES	276 Inez ES	310 Mitchell ES
430 Desert Ridge MS	332 Osuna ES	328 Georgia O'Keeffe ES
480 Eisenhower MS	357 Sombra Del Monte ES	360 S.Y. Jackson ES
413 Grant MS	418 Hoover MS	
435 Madison MS		
<b><u>520 Highland HS</u></b>	<b><u>560 Valley HS</u></b>	<b><u>570 West Mesa HS</u></b>
222 Bandelier ES	207 Alameda ES	210 Alamosa ES
255 Emerson ES	213 Alvarado ES	234 Chaparral ES
260 Manzano Mesa ES	237 Cochiti ES	250 Mary Ann Binford ES
270 Hawthorne ES	249 Duranes ES	262 Edward Gonzales ES
279 Kirtland ES	267 Griegos ES	275 Painted Sky ES
285 La Mesa ES	282 La Luz ES	280 Susie Rayos Marmon ES
348 Sandia Base ES	303 MacArthur ES	288 Lavaland ES
364 Mark Twain ES	309 Mission Avenue ES	339 Carlos Rey ES
376 Wherry ES	336 Los Ranchos ES	392 Rudolfo Anaya ES
379 Whittier ES	410 Garfield MS	395 Helen Cordero Primary ES
416 Hayes MS	455 Taft MS	405 John Adams MS
460 Van Buren MS	445 Jimmy Carter MS	
470 Wilson MS	475 Truman MS	
496 New Southwest MS		
576 Atrisco Heritage Academy HS		

# Business Systems Department Assignment List

<b>Kelli Murphy</b>	<b>Chad Chandler</b>
<b>880-2587 murphy_k@aps.edu</b>	<b>880-2586 chandler_c@aps.edu</b>
2100 - SPECIAL EDUCATION DEPT.	2160 - LIBRARY MEDIA SERVICES DEPT.
2125 - CHIEF ACADEMIC OFFICER	2163 - KANW DEPT.
2128 - ASSISTANT SUPERINTENDENT DEPT.	2168 - SERVICE CENTER DEPT.
2131 - ASSOCIATE SUPERINTENDENT - SECONDARY EDUC.	2171 - PROFESSIONAL DEVELOPMENT/ TITLE I
2132 - ASSOCIATE SUPERINTENDENT - ELEMENTARY EDUC.	2175 - FINE ARTS SECONDARY DEPT.
2133 - ASSOCIATE SUPERINTENDENT - ELEMENTARY #2	2176 - FINE ARTS ELEMENTARY DEPT.
2134 - ASSOCIATE SUPERINTENDENT - MIDDLE SCHOOLS	2190 - SCHOOL COMMUNITY PARTNERSHIPS DEPT.
2140 - SUPERINTENDENT DEPT.	2194 - INSTRUCTION AND ACCOUNTABILITY
2143 - LANGUAGE AND CULTURAL EQUITY	2862 - CENTER FOR EXTENDED LEARNING
2144 - INDIAN EDUCATION DEPT.	2867 - CHARTER/MAGNET DEPT.
2150 - HEALTH AND WELLNESS DEPT.	3012 - FOUNDATION
2172 - CURRICULUM & ASSESSMENT	3102 - COMMUNICATIONS
2180 - GRANT MANAGEMENT/ACCOUNTS PAYABLE	3103 - LABOR RELATIONS
2183 - TECHNOLOGY	3104 - EQUAL OPPORTUNITY SERVICES
3100 - CHIEF OPERATIONS OFFICER	3106 - INTERNAL AUDIT
3125 - SCHOOL POLICE DEPT.	3135 - RISK MANAGEMENT DEPT.
3140 - FINANCE DEPT- CHIEF FINANCIAL OFFICER	3145 - HUMAN RESOURCES DEPT.
3140 - ACCOUNTING- GENERAL LEDGER/PAYROLL	3150 - MATERIALS MANAGEMENT DEPT.
3140 - BUDGET	3190 - BOARD OF EDUCATION DEPT.
3140 - BUSINESS SYSTEMS	4100 - M&O, SUPPORT SERVICES, M&O WAREHOUSE
3140 - CAPITAL FISCAL SERVICES	4100 FACILITITES DESIGN & CONSTRUCTION
3140 - PROCUREMENT	5100 - STUDENT TRANS. SERVICES DEPT.
3160 - OFFICE SERVICES DEPT. - GRAPHICS	5120 - FOOD SERVICES
5110 - ATHLETICS DEPT.	

# Category List

To Print a full category list:

Log into Lawson

Go to AC205

In Job Name field: enter up to 10 character descriptor of the report with no spaces.

For example: AC205

In Job Description: enter up to 30 character descriptor of the report (spaces are ok).

For example: Account Category Listing

The User Name field will default

In the Report Type field: choose 1 "Account Category Listing"

Click Add

The screenshot shows the 'Account Category Listing (AC205)' form. At the top, there is a navigation bar with buttons: '>> + Add', 'Change', 'Delete', 'Previous', '? Inquire', 'Next', and 'Inquire'. Below this are buttons for 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The form fields are: 'Job Name' (AC205), 'Job Description' (Account Category Listing), 'User Name' (APSLFPROD\130389), and 'Data Area/ID' (PROD90). A 'Parameters' section at the bottom shows 'Report Type' set to 'Account Category Listing'. A green arrow points to the '+ Add' button.

Once the report is "added" the first time, you can simply enter the Job Name and click on "Inquire"

The screenshot shows the 'Account Category Listing (AC205)' form. The 'Job Name' field is filled with 'AC205'. The 'Inquire' button in the navigation bar is highlighted with a green arrow. Other fields and the 'Report Type' dropdown are visible as in the previous screenshot.

or use the drop down to pick the report you want.

The screenshot shows the 'Account Category Listing (AC205)' form with the 'Reports' dropdown menu open. The dropdown menu displays a list of reports with columns for 'Job Name' and 'Description':

Job Name	Description
AC205	Account Category Listing
AC205A	Account Category Listing

A green arrow points to the dropdown menu. A small window titled 'Drill Around' is overlaid on the bottom of the form, showing a search interface with a 'Printable View' link.



# Company List

Company Description		Company Description	
1100	OPERATIONAL FUND	3131	STATE SPEC CAPL OUTLAY-CHARTER
1300	TRANSPORTATION FUND	3140	STATE SPECIAL CAPITAL OUTLAY
1400	INSTRUCTIONAL MATERIALS	3141	STATE SPECIAL CAPITAL OUTLAY
2100	CAFETERIA FUND	3150	FEDERAL SPECIAL CAPITAL OUTLAY
2200	ATHLETICS FUND	3160	HB 33 CAPITAL IMPROVEMENTS
2300	School Activity Funds	3161	HB 33 TAX LEVY FUND 2010/2011
2401	<i>TITLE I IASA</i>	3162	HB 33 2017 CAPITAL IMPROVE
2406	<i>ENTITLEMENT IDEA B</i>	3170	SB9 CAPITAL IMPROVEMENTS
2499	<i>OTHER FEDERAL FLOW-THRU</i>	3171	SB9 CAP IMPROVE 2013 Election
2525	<i>FEDERAL STIMULUS STABILIZATION</i>	3190	EDUCATIONAL TECH EQUIPMENT ACT
2526	<i>EDUCATION JOBS FUND</i>	3191	2013 EDUCATIONAL TECH NOTES
2599	<i>FEDERAL DIRECT GRANTS</i>	3210	PUBLIC SCHOOL CAP. OUTLAY 20%
2699	<i>LOCAL GRANTS</i>	4100	DEBT SERVICE
2799	<i>STATE FLOW THRU GRANTS</i>	4300	EDUCATIONAL TECH DEBT SERVICE
2899	<i>STATE DIRECT GRANTS</i>	6001	KANW ENTERPRISE FUND
2999	<i>COMBINED LOCAL/STATE GRANTS</i>	6005	GRAPHICS PROD & DISTRICT SVCS
3110	BOND BUILDING	6010	CHARTER SCHOOL BUSINESS SERVIC
3111	BOND BUILDING FUND 2010/2011	6015	APS Mobile Ads
3112	QUALIFIED SCHOOL CONSTR BONDS	7101	SELF INSURANCE RESERVE FUND
3113	BOND BUILD FUND 2013 Election	7102	CONSTRUCTION SERVICES
3120	PUBLIC SCHOOL CAPITAL OUTLAY	9000	ASSET MANAGERMENTS
3130	LOCAL SPECIAL CAPITAL OUTLAY	9999	OLD ACTIVITY FUND DATA

# Department Number List

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Department crosswalk.xlsx

AU Loc	Physical Loc	Location Name	AU Loc	Physical Loc	Location Name
1720	0083	Cesar Chavez Charter	1955	0155	St. Pius X
1721	0066	Creative Ed Prep #1	1956	0151	St Charles Borromeo
1722	0070	Creative Ed Prep #2	1958	0156	St Mary's
1723	0095	Montessori Of The Rio Grande	1959	0158	St. Theresa Catholic School
1724	0024	East Mountain Charter School	1960	0142	San Felipe De Nieri
1725	0025	South Valley Charter School	1961	0059	Holy Ghost
1726	0026	Amy Biehl Charter School	1962	0021	Assumption
1727	0027	21St Century Charter School	1963	0202	Congregation Albert
1728	0051	Robert F Kennedy Charter	1968	0097	Menaul School
1743	0063	Digital Arts and Technology Charter	1975	0113	Annunciation School
1730	0031	Sw Secondary Learning Center	1976	0057	Our Lady Of Fatima
1731	0030	Gordon Bernell Charter	1978	0094	Manzano Day School
1732	0017	Los Puentes	1979	0099	Sandia Prepreatory
1733	0069	El Camino Real	1980	0126	Queen Of Heaven
1734	0018	Horizon Northwest	1994	0065	Immanuel Lutheran
1735	0022	Horizon West	2100	1093	Special Education Department
1736	0013	Academia De De Lengua Y Cultur	2106	1093	Special Ed West Region
1737	0061	La Academia De Esperanza	2107	1093	Special Ed Montgomery Complex
1738	0038	Learning Community Chart Schl	2108	1093	Child Find
1739	0039	Nuestros Valores Chart Schl	2109	1093	Sp Ed-Homebound, Isp, Autism
1741	0090	SIA Tech (School for Integrated Academy)	2110	1093	Learning Disabilities
	0087	Charter Vo Tech Center	2111	1093	Sped Ed Admin Policies
1744	0104	Horizon Academy Tech And Arts	2112	1093	Special Ed Technology
1745	0139	La Luz Del Monte	2113	1093	Special Ed Transition Services
1746	0143	High Tech High Albuquerque	2114	1093	Special Ed Extended School Yr
1747	0047	Performing Arts Pub Academy	2116	1093	Sp Ed-Data Budget
1748	0098	Mountain Mahogany Comm School	2117	1093	Sped Private Schls
1754	0118	Christine Duncan Charter School	2118	1093	Sped Related Svcs
1755	0141	La Promesa Early Learning Ctr	2120	1093	Sped Material Research
1756	0140	La Resolana Learning Academy	2126	1039	Title I Homeless
1757	0142	Life Skills Center Of Albuquerque	2127	1039	Title I
1758	0144	Montessori Elementary Charter	2128	1017	Associate Superintendent
1759	0116	Alice King Charter	2131	1017	Associate Superintendent
1760	0148	Southwest Primary Learning Cnt	2132	1001	Superintendent
1761	0150	Youth Build Comm High School	2135	1093	Special Ed Coronado Complex
1762	0006	Native American Community Academy	2140	1001	Superintendent
1763	0538	Ralph J. Bunche Academy	2143	1036	Language And Cultural Equity
1764	0016	Albuquerque Talent Develop Charter	2144	1060	Indian Education
1766	0007	Bataan Military Academy Charter	2149	1044	Curriculum Support
1767	0028	Corrales International Charter	2150	1162	Student Family and Community Supports
1805	0045	Calvary Chapel Christian Academy	2151	1041	Nursing Svcs
1806	0080	Holy Child Catholic School	2160	1031	Library And Media
1809	0008	Nativity Of The Blessed Virgin	2163	1096	Kanw
1810	0180	Victory Christian	2168	1180	Service Center
1814	0020	Salem Academy	2171	1020	Teaching/Learning Systems
1815	0046	Prince Of Peace	2172	1044	Curriculum & Instruction
1821	0053	Cottonwood Montessori	2173	1196	Montgomery Complex
1826	0159	Temple Baptist Academy	2174	1046	Career Tech Ed
1832	1832	Kirtland Acsp	2175	1022	Fine Arts
1835	1835	Wells Park Cc	2180	1032	Grants Management
1873	0103	Cross Of Hope Lutheran School	2183	1068	Technology
1874	0051	East Mt Christian Academy	2190	1025	School/Community Partnerships
1900	0900	Family School	2194	1044	Research, Development And Accountability
1904	0091	Chirst Lutheran School-Bernalillo/APS	2862	1049	Summer Program
1910	0111	Schechter Day School	3103	1056	Labor Relations
1931	0062	Hope Christian	3106	1165	Internal Audit
1935	0220	Bosque Prep	3125	1010	School Police
1937	0034	Congregation B'Nai Israel	3135	1062	Risk Management
1938	0050	Eastern Hills	3140	1061	Finance
1939	0074	Evangel Christian	3145	1050	Human Resources
1941	0064	Albuquerque Christian	3150	1066	Materials Management
1944	0042	Desert Hills	4100	1067	Maintenance And Operations
1946	0105	Villa Santa Maria	5100	1007	Student Transportation
1949	0153	St. Luke Luthran	5120	1090	Food Services
1950	0003	Albuquerque Academy	3190	1099	Board of Education

# Function List

<b>Function</b>	<b>Description</b>
0000	Revenue
1000	Direct Instruction
1001	Direct Instruction-Subs/IC
2000	Instructional Support
2100	Support - Student
2200	Support - Instruction
2300	Support - Admin
2400	Support - Sch Admin
2500	Support - Central Services
2600	Support - M & O
2700	Support - Std Transportation
2900	Support - Other
3100	Food Services
3300	Community Service
4000	Capital Outlay

# Grant List

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 Grant List.xlsx  
 Or Lawson screen xx48.1

Gra	Fur	
101	24101	TITLE I - Schools - IASA
217	24113	Education of Homeless
225	25145	Impact Aid Special Education
233	25147	Impact Aid Indian Education
320	24115	Entitlement IDEA-B-Private School Proportionate Share
321	24106	Entitlement IDEA-B
322	24109	Preschool IDEA-B
407	25238	Substance Abuse and Men.
408	25112	Collaborative Research Starbase La Luz
418	24162	Title I School Involvement
433	25184	Indian Education Formula Grant
436	24180	CARL PERKINS - HSTW - Current
437	24181	CARL PERKINS - HSTW PY Unliq Obligations
439	24182	Carl Perkins- HSTW Redistribution Odd
440	25153	Title XIX Medicaid
450	24124	Section 1003g
461	25173	Alliance for Leading and Learning - ALL
465	24171	Jobs for New Mexico Graduates - JAG
470	25215	Secondary School Counseling
473	25200	ROTC CAP
475	24124	1003g - SIG Eubank and Emerson
499	27107	2012 GOB Public School Library Award
500	27114	NM Reads to Lead
511	29107	Family & School Together-FAST
516	27149	Pre K Initiative
562	27166	Kindergarten 3 Plus- Current
565	27138	School Improvement Incentives #2
592	27103	Dual Credit
595	28191	Start Smart
599	29102	Bandelier Box Tops

Grant	Fund	
601	29102	Schwab Technology Fund
607	26190	Kirtland Korner
618	24119	21st Century-Community and Schools
619	26118	ABEC Job Mentor Intruction
626	27116	Robotics Award
631	29107	Mid School Initiative
636	29107	Montezuma Turf
654	24154	Teacher Principal Training
668	24174	Carl D Perkins Secondary - Current Year
669	24175	Carl D Perkins Secondary - PY Unliquid
670	24176	Carl D Perkins Secondary - Redistribution Odd
687	25129	Title XX Health and Social Instruction
688	24153	English Language Acquisition
700	26211	Target School Grant
703	26210	Career Kids
704	26210	APS Homeless Project-ACF
705	26210	APS Homeless Project
706	26210	APS Homeless Project-Sandia
708	26161	Corporation for Public Broadcasters RALIF
709	26210	Homeless City Ed Initiatie
715	26215	Bridge of Southern NM
724	26121	Academic Language Development for All ALD4ALL
725	26166	General Mills Foundtaion
733	25131	Johnson O'Malley
806	28102	UNM National Science Fondation( subaward)
808	28131	KNME/Cultural Arts
812	29107	International Baccalaureate (IB)
813	29107	ABC Partnership
821	29107	Running Start for Careers
833	29107	High School Retention Block Grant
883	26104	Bill and Melinda Gates Foundation

# PED Contact List

U:\Categorical Programs\Forms-Ongoing  
PED contact list.xlsx

Name	Phone	Location
<b>SECRETARY'S OFFICE</b>		
<b>Skandera, Hanna, Secretary of Education</b>	<b>827-6688</b>	<b>E-107</b>
Ruiz, Gloria, Adm. Asst.	827-6688	E-107
<b>INTERNAL OPERATIONS</b>		
Hur, Ellen, Chief of Staff	827-3817	E-107
Romero, Lorianne	827-6452	E-107
<b>Public Information Office</b>		
Behrens, Larry	476-0393	E-232
Barabe, Aimee	412-3571	E-107
<b>Constituent Services/Strategic Initiatives</b>		
<b>Annjenette Torres, Director</b>	<b>827-6571</b>	<b>E-104</b>
Callicutt, Timothy	827-4298	E-102
Gudbrandsen, Beth	827-6952	E-102
Moorehouse, Miriam	827-6683	E-102
Romero, Lorianne, Adm. Asst.	827-6452	E-107
<b>Custodian of Records and PEC Liaison</b>		
Friedman, Beverly	827-6661	E-104
<b>Legislative Liaison</b>		
<b>Ulibarri, Kimberly</b>	<b>827-6452</b>	<b>E-104</b>
<b>FINANCE AND OPERATIONS</b>		
<b>Aguilar, Hipolito "Paul", Deputy Secretary</b>	<b>827-4623</b>	<b>E-224</b>
Flanagan, Gail, Adm. Asst.	827-6519	E-224
<b>ADMINISTRATIVE SERVICES DIVISION</b>		
<b>Rael, Marian, Director</b>	<b>827-6611</b>	<b>E-226</b>
Flanagan, Gail, Adm. Asst.	827-6519	E-224
<b>Fiscal Grants Management</b>		
<b>Lucero, Susan, Bureau Chief</b>	<b>827-3848</b>	<b>E-237</b>
Baca, Pollyanna	827-7344	E-236
Gabaldon, Adam	827-3893	E-237
Garcia, Grace	827-9965	E-237
Garcia, Rebecca	827-6608	E-237
Lujan, Sylvia	827-6785	E-236
Marin, Mihaela	827-4637	E-236
Padilla, Val	827-7353	E-237
Rodriguez, Alonzo	827-6510	E-237

Name	Phone	Location
<b>Procurement Bureau</b>		
<b>Martinez, Daleen, Bureau Chief</b>	827-6645	E-205
Carmack, Steve	827-6547	E-G-16
Leyba, Lusan	827-6619	E-205
Lucero, Ann	827-4120	E-205
Martinez, Juleann	827-6607	E-205
Montano, Elizabeth	827-5892	E-205
Montoya, Chris	827-6560	E-G-16
<b>Audit and Accounting Bureau</b>		
<b>Saiz, Molly, Manager</b>	827-3856	E-230
Clark, Michelle	827-	E-203
Gonzales, Mark	827-6617	E-202
Griego, Santana	827-6572	E-202
Lindsay, Jim	827-6671	E-202
Sisneros, Diego		E-203
Tsabetsaye, Lynette	827-6512	E-203
Valdez, Benicio	827-6647	E-202
<b>Budget Bureau</b>		
<b>Vacant, Manager</b>	827-6503	E-234
Alcaraz, Lisa	827-6483	E-233
<b>HR Bureau</b>		
<b>Giles, Kenneth, Manager</b>	827-6602	E-234
Garcia, Miranda	476-0488	E-206
Moya, Eunice	827-6620	E-206
<b>FEDERAL PROGRAMS DIVISION</b>		
<b>Koscielniak, Denise, Director</b>	827-3540	Federal Building
<b>Perea, Sharyn, Adm. Asst.</b>	827-3540	Federal Building
<b>Title I</b>		
<b>Ornelas, Sam, Director</b>	827-7592	Federal Building
Frostad, Greg	827-3572	Federal Building
Kim, Coreena	827-1475	Federal Building
Rutland, Christina	827-3706	Federal Building
Torrez, Louie	827-1864	Federal Building
Vigil, Mario	827-1828	Federal Building
Wilson, Rebecca	827-1421	Federal Building
<b>Special Education</b>		
<b>Baca, Gabe, Director</b>	<b>827-1428</b>	<b>Federal Building</b>
Aiello, Andrea	827-3503	Federal Building
Aquino, Rita, Adm. Asst.	827-1457	Federal Building

<b>Name</b>	<b>Phone</b>	<b>Location</b>
Crum, Tim	827-3502	Federal Building
Denton, Jacqueline	827-1423	Federal Building
Garcia, Ashley	827-1467	Federal Building
Goetz, Lori	827-1461	Federal Building
Hawkins, Patricia	827-3599	Federal Building
Lopez, Tomas	827-1463	Federal Building
Romero, Corrine	827-1424	Federal Building
Roybal, Joanie	827-3506	Federal Building
Sellers, Kaylock	827-1459	Federal Building
Spaeth, Eire, Adm. Asst.	827-1458	Federal Building
Tewa, Ida	827-1466	Federal Building
<b>Coordinated School Health and Wellness</b>		
<b>Hopper, Dean, Director</b>	<b>827-1806</b>	<b>Federal Building</b>
Abousleman, Gabrielle	827-1810	Federal Building
Aufrichtig, Jessica	827-1803	Federal Building
Cassel, Elizabeth	827-3573	Federal Building
Chavez, Michael	827-1822	Federal Building
Flores, Michelle	827-1829	Federal Building
Garcia, Ashley	827-1467	Federal Building
Garcia, Dawn	827-1823	Federal Building
Griego, Felix	827-1470	Federal Building
Hollon, Crystal	827-1805	Federal Building
Intriere, Donna	827-1465	Federal Building
Jeffery, Polly	827-1804	Federal Building
Kimbrough, Cris	827-1807	Federal Building
Malone, Dana	827-1464	Federal Building
Padilla, David	827-3705	Federal Building
Romero, Theresa	827-1818	Federal Building
Segura, Andrea	827-1448	Federal Building
Vigil, Barbara, Adm. Asst.	827-1821	Federal Building
Vignery, Michelle	827-1592	Federal Building
Wexler, Perdita	827-1468	Federal Building
<b>GENERAL COUNSEL</b>		
<b>Hill, Dan, General Counsel</b>	827-6618	E-211
Amada, Victoria	827-6389	E-211
Deets, Mary	827-6641	E-211
Gonzales, Albert	827-6394	E-211
Lusk, Jennie	827-6633	E-211
Miles, Donna	827-3885	E-211
Paquin, Judy	827-4043	E-211
Regensberg, Gloria	827-1812	Federal Building
Sanchez, Robert	827-6604	E-301
Strumor, Arlene	827-6759	E-220
Zenderman, Marsha	827-1812	Federal Building



Name	Phone	Location
<b>INDIAN EDUCATION DIVISION</b>		
<b>Vacant, Assistant Secretary</b>	<b>827-3871</b>	<b>E-305</b>
Aquino, Shellie	476-0545	E-303
Bia, Vern	771-1023	Gallup Office
Calabaza, DeAlva, Manager	827-6464	E-303
Calvert, Laura, Adm. Asst.	827-6679	E-303
Raye, Daytona	827-6129	E-303
<b>INFORMATION TECHNOLOGY</b>		
<b>Archibeque, Michael, Director</b>	<b>827-4971</b>	<b>E-G2</b>
Coates, Susan	827-6109	E-G2
Coons, Scott	827-6535	E-G2
Dawald, Janet	827-6486	E-G2
Hutton, Andy	476-0313	E-G2
Perret, Jennifer	827-6427	E-G2
Serim, Ferdi	827-6529	E-G2
Wilder, Laurie	827-6662	E-301
<b>Data Collection and Application Support</b>		
<b>Trujillo, Richard, Manager</b>	<b>827-7937</b>	<b>E-G2</b>
C de Baca, Cassandra	827-7932	E-G2
Cleary, Kathryn	827-9985	E-G2
Curtis, Anita	827-6499	E-G2
Moll, Alecia	827-6502	E-G2
Vigil, Jared	827-7935	E-G2
Vigil, Norman	827-6593	E-237
<b>Data Collection and Reporting</b>		
<b>Hamilton, Lisa, Manager</b>	<b>827-1864</b>	<b>E-G2</b>
Bassman, Mark	827-7975	E-G2
Kain, Douglas "Jesse"	827-7825	E-G2
Yardman, Salina May	827-6517	E-G2
<b>Systems &amp; Network Support</b>		
Aguirre, Tomas	827-6331	E-G15
Fresquez, Celina	827-8066	E-G15
Vigil, Chris	827-6501	E-G15
<b>STUDENT BUDGET &amp; FINANCIAL ANALYSIS DIVISION</b>		
<b>Wolfe, John, Director</b>	<b>827-6537</b>	<b>E-221</b>
Rivera-Sanchez, Marie, Adm. Asst.	827-3850	E-221

<b>Name</b>	<b>Phone</b>	<b>Location</b>
<b>School Finance</b>		
<b>Bowker, Pam, Manager</b>	827-4708	E-227
Aguilar, Beverly	827-3889	E-221
Chavez, Catrina	827-5865	E-227
Chavez, Cordelia	827-3859	E-227
Chavez, Veronica	827-3855	E-229
Garcia, Bernadette	476-0349	E-227
Gonzales, Yolanda	476-0392	E-229
Martinez, Mary Lou	827-6626	E-221
Romero, Ernestine	827-6583	E-227
Sanchez, Melissa	827-6610	E-227
Suazo-Giles, Brenda	476-0391	E-227
Vigil, Vince	827-3891	E-221
<b>STUDENT SERVICES AND TRANSPORTATION</b>		
Ortiz, Antonio, Director	827-3863	E-G-7
<b>Transportation Bureau</b>		
Gould, Thomas	827-6637	E-G7
Greenwood, Douglas "Adam"	827-6639	E-G7
Jaramillo, Ronnie	827-6644	E-G7
MacFarlane, Brenda	827-6638	E-G-7
<b>Capital Outlay Bureau</b>		
Lupardus, Amanda	827-6613	E-G-6
Romero, Iris	827-7646	E-G-6
<b>POLICY and PROGRAMS</b>		
<b>Lenti, Leighann, Deputy Secretary</b>	827-6045	Room 127
<b>Tennyson, Bern</b>	827-6655	Room 127
<b>ASSESSMENT AND ACCOUNTABILITY &amp; INTERVENTIONS DIVISION</b>		
<b>Vacant, Director</b>	827-5861	E-124
Vacant, Adm. Asst.	827-5861	E-124
<b>Accountability, Assessment</b>		
Overby, Joslyn, Assistant Director	827-6570	E-120
Martinez, Gabe	827-6509	E-120
Martinez, Severo	827-6553	E--120
<b>Data Planning &amp; Analysis</b>		
Gregory, Cindy, Chief Statistician	827-6508	E-126

<b>Name</b>	<b>Phone</b>	<b>Location</b>
Goodlaw, Matthew	827-6714	E-122
Buser, Pascal	827-6595	E-125
Harmon, Judy	827-6720	E-125
Osowski, Michelle	827-6524	E-122
<b>NAEP</b>		
Gardner, Stephanie	827-3982	E-134
<b>EDUCATOR QUALITY DIVISION</b>		
<b>Montaño, Matt, Director</b>	<b>827-4522</b>	<b>E-301</b>
O'Brien, Susan, Deputy Director	827-6503	E-105
Flanagan, Seana	827-6358	E-301
Fresquez, Jennifer	827-3633	E-301
<b>Educator Effectiveness and Development</b>		
Frost, Sharon	827-6687	E-303
Madrid, Regina	827-6575	E-301
Valencia, Yolanda	827-6691	E-303
<b>Licensure</b>		
Benavidez, Susan	827-6586	E-103
Cordova, Veronica	827-5824	E-103
Lewis, Michelle	827-6104	E-101
Lujan, Marie	827-6439	E-105
Lujan, Stephanie	827-6649	E-105
Moncayo, Leon	827-5818	E-105
Ofearghail, Caoimhin	827-4523	E-201
Tashi, Tashi	827-5820	E-105
Williamson, Deborah	827-6559	E-105
<b>IDEAL-NM</b>		
<b>Amy Jaramillo, Director</b>	<b>827-8489</b>	<b>E-301</b>
Hall, Bonita	827-6973	E-301
Santistevan, Chris	827-6494	E-301
Wilder, Laurie	827-6662	E-301
Ziemer, Cheryllyn	827-	E-301
<b>INSTRUCTIONAL MATERIALS</b>		
<b>Burns, Anthony, Program Manager</b>	827-6415	E-G12
D'Anna, Donna	827-3845	E-G12
Zimble, Anne	827-3869	E-G12
<b>STUDENT SUCCESS DIVISION</b>		
<b>Bilingual and Multicultural Education</b>		
<b>Pelayo, Icela, Director</b>	827-6667	E-303

<b>Name</b>	<b>Phone</b>	<b>Location</b>
Green, Sherri	827-6594	E-303
Valenzuela, Elisabeth	827-4270	E-303
<b>College and Career Readiness Bureau</b>		
<b>Spencer, Eric, Director</b>	827-6420	E-133
Armijo, Barbara	827-8006	E-129
Breen, Vicki	827-4278	E-131
Curran, Mark	827-6798	E-131
De la Riva, Brandy, Adm. Asst.	827-6711	E-133
Garcia, Renee	827-5844	E-133
Jaramillo-Crone, Caroline	827-6475	E-131
Loretto, Cindy	827-6774	E-129
Mella, Hazel	827-6717	E-129
Perea, Elaine	827-6715	E-130
Romero, Theresa	827-6719	E-130
Salazar, Lisa	827-6507	E-129
Williams, Louise	827-7933	E-129
<b>Literacy</b>		
<b>Webster, Melinda, Director</b>	<b>827-6567</b>	<b>E-G5</b>
Barraza, Consuelo	827-6526	E-G5
Kofahl, Brenda	827-6627	E-G3
Valdez, Christiana	827-6534	E-G3
Zuni, Ann	827-6561	E-G3
<b>Math and Science</b>		
<b>Galyas, Lesley, Director</b>	827-6555	E-G5
Ahlstrom, Claudia	827-7803	E-G3
Barton, Marcia	827-6918	E-G3
<b>PARENT OPTIONS DIVISION</b>		
<b>Pahl, Matt, Director</b>	827-6576	E-301
Olivas, Linda, Adm. Asst.	827-6909	E-301
<b>Charter Schools, Home School, Non-Public</b>		
<b>Lucero, Julie, General Manager</b>	827-1237	E-301
Berg, Christie	827-6788	E-301
Chacon, Amy	827-4527	E-301
Cordova, Valerie	827-6788	E-301
Woodd, Edward	827-6576	E-301
<b>POLICY BUREAU</b>		
Vacant	827-8058	E-106
Rivera, Jade	827-7889	E-301

Name	Phone	Location
<b>PRIORITY SCHOOLS</b>		
<b>Montoya, Debbie, Director</b>	827-8070	E-123
Hackney, Patricia	827-3835	E-121
Montoya, Patricia	827-3671	E-121
Oechsner, Howard	827-6580	E-121
Peria, Hannah	827-8005	E-121
Peterson, Elisabeth	827-7354	E-121

# Location Number List

U:\Categorical Programs\Forms-Ongoing

School names and Loc#.xlsx

Or Lawson Screen xx38.1

Loc	School Name	Loc	School Name
0203	Dennis Chavez	0303	Macarthur
0204	Acoma	0305	Matheson Park
0206	Adobe Acres	0307	Mccollum
0207	Alameda	0309	Mission Avenue
0210	Alamosa	0310	Mitchell
0213	Alvarado	0312	Monte Vista
0214	Apache	0315	Montezuma
0215	Armijo	0317	Petroglyph
0216	Atrisco	0321	A Montoya
0217	John Baker	0324	Mountain View
0219	Eg Ross Elem	0327	Navajo
0221	Hubert Humphrey	0328	Georgia O'Keeffe
0222	Bandelier	0329	Arroyo Del Oso
0225	Barcelona	0330	Reginald Chavez
0227	Ocate	0332	Osuna
0228	Bel Air	0333	Pajarito
0229	Bellehaven	0336	Los Ranchos
0230	Governor Bent	0339	Carlos Rey
0231	Kit Carson	0345	San Antonito
0234	Chaparral	0348	Sandia Base
0236	Chelwood	0350	Double Eagle
0237	Cochiti	0351	Corrales
0240	Collet Park	0356	Sierra Vista
0241	Comanche	0357	Sombra Del Monte
0243	Coronado Elementary	0360	Sy Jackson
0244	Dolores Gonzales	0363	Tomasita
0249	Duranes Elem	0364	Mark Twain
0250	Mary Ann Binford	0365	Marie Hughes
0252	East San Jose	0370	Valle Vista
0255	Emerson	0373	Lew Wallace
0258	Eubank	0376	Wherry
0260	Manzano Mesa	0379	Whittier
0261	Eugene Field	0385	Zia
0262	Edward Gonzales	0388	Zuni
0264	Ventana Ranch	0389	Tierra Antigua Elementary
0265	Seven Bar	0392	Rudolfo Anaya
0267	Griegos	0393	Sunset View Elementary
0268	New Ne Heights Es	0395	Helen Cordero Primary School
0270	Hawthorne	0405	John Adams
0273	Hodgin	0407	Cleveland Ms
0275	Painted Sky	0410	Garfield
0276	Inez	0413	Grant Ms
0279	Kirtland	0415	Harrison
0280	Sr Marmon	0416	Hayes
0282	La Luz	0418	Hoover Ms
0285	La Mesa	0420	Jackson Ms
0288	Lavaland	0425	Jefferson
0291	Longfellow	0427	Kennedy
0295	Chamiza	0430	Desert Ridge
0297	Los Padillas	0435	Madison
0300	Lowell	0440	Mckinley

Loc	School Name	Loc	School Name
0445	Jimmy Carter	1810	Victory Christian School
0448	Polk	1814	Salam Academy
0450	Ernie Pyle	1815	Prince Of Peace Lutheran
0452	Roosevelt Ms	1819	St. John'S Umc Pre-School
0455	Taft	1821	Cottonwood Montessori School
0457	Taylor Ms	1827	Acclp Office
0460	Van Buren	1873	Cross Of Hope Lutheran
0465	Washington	1904	Christ Lutheran
0470	Wilson	1910	Solomon Schechter Day School
0475	Truman	1920	Albuquerque Christian'S Children Home
0480	Eisenhower Ms	1932	A New Day Youth & Family Services
0485	Lyndon Baines Johnson	1935	Bosque Prep
0490	James Monroe Ms	1938	Eastern Hills Christian Academy
0514	Del Norte	1939	Evangel
0515	Eldorado Hs	1941	Albuquerque Christian School
0520	Highland Hs	1942	Amistad Crisis Shelter
0525	La Cueva Hs	1944	Desert Hills
0530	Manzano Hs	1946	Villa Santa Maria
0540	Rio Grande	1949	St Luke Lutheran
0548	Jdc	1950	Albuquerque Academy
0549	New Futures	1955	St Pius X Catholic High School
0550	Sandia Hs	1956	Saint Charles Borromeo Catholic
0560	Valley	1958	Saint Mary'S Catholic
0570	West Mesa	1959	St Therese
0575	New Nwhs	1960	San Felipe De Neri Catholic
0576	Atrisco Heritage	1961	Holy Ghost Catholic
0580	Cibola Hs	1962	Our Lady Of Assumption
0590	Albuquerque Hs	1963	Congregation Albert Ecc
0592	Cec	1975	Our Lady Of Annunciation
0594	Sierra Alt	1976	Our Lady Of Fatima Catholic
0596	Freedom Hs	1978	Manzano Day School
0597	School On Wheels	1979	Sandia Prep
0840	Vision Quest	1980	Queen Of Heaven
0847	Aps Continuation	1994	Immanuel Lutheran
0900	Family School	2100	Special Education - District
1723	Montessori Of Rio Grande	2108	Special Education - Child Find
1725	South Valley Academy	2126	Homeless
1727	Twenty-First Century Charter	2127	Title I
1728	Robert F Kennedy	2131	Assoc Sup For Cluster System
1731	Gordon Bernell	2143	Language And Culture
1732	Los Puentes	2144	Indian Education
1733	El Camino Real	2149	Curriculum Support
1737	La Academia De Esperanza	2150	Health & Community Resources
1739	Nuestros Valores Charter	2160	Library
1741	School For Integrated Academics	2163	Kanw
1743	Digital Arts	2171	Teaching And Learning
1747	Performing Arts Pub Academy	2173	Occupational Education
1748	Mountain Mohogany Community	2180	Administration
1754	Christine Duncan	2183	Maximus - Student Info System
1759	Alice King	2194	Research, Development & Accountability
1762	Native American Community	2862	Charter Cluster
1764	Albuquerque Talent & Development	5100	School Choice
1766	Bataan Military	5120	Food Services Dept
1767	Corrales International		

# Uniform Chart of Accounts

U:\Categorical Programs\PED UCOA  
UCOA ver 2.8 (March 2013)Current.xlsx

FUN	FUNCTION	OBJEC	JOB CLASS	PROGRA	OBJECT DESCRIPTION
11000	0000	11111	0000	0000	Unrestricted Cash
11000	0000	11112	0000	0000	Restricted Cash
11000	0000	41921	0000	0000	Instructional - Categorical
11000	0000	41922	0000	0000	Instructional Support - Categorical
11000	0000	41923	0000	0000	Administration - Categorical
11000	0000	43202	0000	0000	State Flow-through Grants
11000	0000	43212	0000	0000	Indirect Costs (State Flow-through Grants)
11000	0000	43213	0000	0000	Indirect Costs (State Direct Grants)
11000	0000	44103	0000	0000	Impact Aid, Public Law 103-382
11000	0000	44107	0000	0000	Indirect Costs (Federal Direct Grants)
11000	0000	44205	0000	0000	Indirect Costs (Federal Flow-through Grants)
11000	1000	51100	1411	1010	Salaries Expense
11000	1000	51100	1412	2000	Salaries Expense
11000	1000	51100	1413	1010	Salaries Expense
11000	1000	51100	1414	1010	Salaries Expense
11000	1000	51100	1415	3000	Salaries Expense
11000	1000	51100	1416	0000	Salaries Expense
11000	1000	51100	1610	0000	Salaries Expense
11000	1000	51100	1611	0000	Salaries Expense
11000	1000	51100	1612	0000	Salaries Expense
11000	1000	51100	1613	0000	Salaries Expense
11000	1000	51100	1618	9000	Salaries Expense
11000	1000	51100	1621	1010	Salaries Expense
11000	1000	51100	1621	2000	Salaries Expense
11000	1000	51100	1622	1010	Salaries Expense
11000	1000	51100	1622	2000	Salaries Expense
11000	1000	51100	1624	1010	Salaries Expense
11000	1000	51100	1624	2000	Salaries Expense
11000	1000	51100	1711	1010	Salaries Expense
11000	1000	51100	1711	2000	Salaries Expense
11000	1000	51100	1712	2000	Salaries Expense
11000	1000	51100	1713	1010	Salaries Expense
11000	1000	51100	1713	2000	Salaries Expense
11000	1000	51100	1714	1010	Salaries Expense
11000	1000	51100	1714	2000	Salaries Expense
11000	1000	51200	1415	3000	Overtime Expense
11000	1000	51200	1416	0000	Overtime Expense
11000	1000	51200	1621	1010	Overtime Expense
11000	1000	51200	1621	2000	Overtime Expense
11000	1000	51200	1622	1010	Overtime Expense
11000	1000	51200	1622	2000	Overtime Expense
11000	1000	51200	1624	1010	Overtime Expense
11000	1000	51200	1624	2000	Overtime Expense
11000	1000	51200	1711	1010	Overtime Expense
11000	1000	51200	1711	2000	Overtime Expense
11000	1000	51200	1712	2000	Overtime Expense
11000	1000	51200	1713	1010	Overtime Expense
11000	1000	51200	1713	2000	Overtime Expense
11000	1000	51200	1714	1010	Overtime Expense
11000	1000	51200	1714	2000	Overtime Expense



<b>FUND</b>	<b>FUNCTION</b>	<b>OBJECT</b>	<b>JOB CLASS</b>	<b>PROGRAM</b>	<b>OBJECT DESCRIPTION</b>
11000	1000	51300	1411	1010	Additional Compensation
11000	1000	51300	1412	2000	Additional Compensation
11000	1000	51300	1413	1010	Additional Compensation
11000	1000	51300	1414	1010	Additional Compensation
11000	1000	51300	1415	3000	Additional Compensation
11000	1000	51300	1416	0000	Additional Compensation
11000	1000	51300	1618	9000	Additional Compensation
11000	1000	51300	1621	1010	Additional Compensation
11000	1000	51300	1621	2000	Additional Compensation
11000	1000	51300	1622	1010	Additional Compensation
11000	1000	51300	1622	2000	Additional Compensation
11000	1000	51300	1624	1010	Additional Compensation
11000	1000	51300	1624	2000	Additional Compensation
11000	1000	51300	1711	1010	Additional Compensation
11000	1000	51300	1711	2000	Additional Compensation
11000	1000	51300	1712	2000	Additional Compensation
11000	1000	51300	1713	1010	Additional Compensation
11000	1000	51300	1713	2000	Additional Compensation
11000	1000	51300	1714	1010	Additional Compensation
11000	1000	51300	1714	2000	Additional Compensation

FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	1000	52111	0000	0000	Educational Retirement
11000	1000	52112	0000	0000	ERA - Retiree Health
11000	1000	52210	0000	0000	FICA Payments
11000	1000	52220	0000	0000	Medicare Payments
11000	1000	52311	0000	0000	Health and Medical Premiums
11000	1000	52312	0000	0000	Life
11000	1000	52313	0000	0000	Dental
11000	1000	52314	0000	0000	Vision
11000	1000	52315	0000	0000	Disability
11000	1000	52500	0000	0000	Unemployment Compensation
11000	1000	52720	0000	0000	Workers Compensation Employer's Fee
11000	1000	52730	0000	0000	Workers Compensation (Self Insured)
11000	1000	52913	0000	0000	Workers Compensation Employee Fees
11000	1000	53330	0000	0000	Professional Development
11000	1000	53330	0000	1010	Professional Development
11000	1000	53330	0000	2000	Professional Development
11000	1000	53414	0000	0000	Other Services
11000	1000	53414	0000	1010	Other Services
11000	1000	53414	0000	2000	Other Services
11000	1000	53711	0000	1010	Other Charges
11000	1000	53711	0000	2000	Other Charges
11000	1000	55813	0000	1010	Employee Travel - Non-Teachers
11000	1000	55813	0000	2000	Employee Travel - Non-Teachers
11000	1000	55817	0000	1010	Student Travel
11000	1000	55817	0000	2000	Student Travel
11000	1000	55818	0000	1010	Other Travel - Non-Employees
11000	1000	55818	0000	2000	Other Travel - Non-Employees
11000	1000	55819	0000	1010	Employee Travel - Teachers
11000	1000	55819	0000	2000	Employee Travel - Teachers
11000	1000	55914	0000	1010	Contracts - Interagency
11000	1000	55914	0000	2000	Contracts - Interagency
11000	1000	55915	0000	1010	Other Contract Services
11000	1000	55915	0000	2000	Other Contract Services
11000	1000	56112	0000	1010	Other Textbooks
11000	1000	56112	0000	2000	Other Textbooks
11000	1000	56113	0000	1010	Software
11000	1000	56113	0000	2000	Software
11000	1000	56118	0000	1010	General Supplies and Materials
11000	1000	56118	0000	2000	General Supplies and Materials
11000	1000	57331	0000	1010	Fixed Assets (more than \$5,000)
11000	1000	57331	0000	2000	Fixed Assets (more than \$5,000)
11000	1000	57332	0000	1010	Supply Assets (\$5,000 or less)
11000	1000	57332	0000	2000	Supply Assets (\$5,000 or less)

FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	2100	51100	1211	0000	Salaries Expense
11000	2100	51100	1211	2000	Salaries Expense
11000	2100	51100	1214	0000	Salaries Expense
11000	2100	51100	1214	2000	Salaries Expense
11000	2100	51100	1215	0000	Salaries Expense
11000	2100	51100	1215	2000	Salaries Expense
11000	2100	51100	1216	0000	Salaries Expense
11000	2100	51100	1216	2000	Salaries Expense
11000	2100	51100	1217	0000	Salaries Expense
11000	2100	51100	1217	2000	Salaries Expense
11000	2100	51100	1218	0000	Salaries Expense
11000	2100	51100	1218	2000	Salaries Expense
11000	2100	51100	1311	0000	Salaries Expense
11000	2100	51100	1311	2000	Salaries Expense
11000	2100	51100	1312	0000	Salaries Expense
11000	2100	51100	1312	2000	Salaries Expense
11000	2100	51100	1313	0000	Salaries Expense
11000	2100	51100	1313	2000	Salaries Expense
11000	2100	51100	1314	0000	Salaries Expense
11000	2100	51100	1314	2000	Salaries Expense
11000	2100	51100	1315	0000	Salaries Expense
11000	2100	51100	1315	2000	Salaries Expense
11000	2100	51100	1316	0000	Salaries Expense
11000	2100	51100	1316	2000	Salaries Expense
11000	2100	51100	1317	0000	Salaries Expense
11000	2100	51100	1317	2000	Salaries Expense
11000	2100	51100	1318	0000	Salaries Expense
11000	2100	51100	1318	2000	Salaries Expense
11000	2100	51100	1319	0000	Salaries Expense
11000	2100	51100	1319	2000	Salaries Expense
11000	2100	51100	1511	0000	Salaries Expense
11000	2100	51100	1511	2000	Salaries Expense
11000	2100	51100	1610	0000	Salaries Expense
11000	2100	51100	1610	2000	Salaries Expense
11000	2100	51100	1611	0000	Salaries Expense
11000	2100	51100	1611	2000	Salaries Expense
11000	2100	51100	1612	0000	Salaries Expense
11000	2100	51100	1612	2000	Salaries Expense
11000	2100	51100	1613	0000	Salaries Expense
11000	2100	51100	1613	2000	Salaries Expense
11000	2100	51200	1211	0000	Overtime Expense
11000	2100	51200	1211	2000	Overtime Expense
11000	2100	51200	1215	0000	Overtime Expense
11000	2100	51200	1215	2000	Overtime Expense
11000	2100	51200	1216	0000	Overtime Expense
11000	2100	51200	1216	2000	Overtime Expense
11000	2100	51200	1217	0000	Overtime Expense
11000	2100	51200	1217	2000	Overtime Expense
11000	2100	51200	1218	0000	Overtime Expense
11000	2100	51200	1218	2000	Overtime Expense
11000	2100	51200	1319	0000	Overtime Expense
11000	2100	51200	1319	2000	Overtime Expense
11000	2100	51200	1511	0000	Overtime Expense
11000	2100	51200	1511	2000	Overtime Expense

FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	2100	51300	1211	0000	Additional Compensation
11000	2100	51300	1211	2000	Additional Compensation
11000	2100	51300	1214	0000	Additional Compensation
11000	2100	51300	1214	2000	Additional Compensation
11000	2100	51300	1215	0000	Additional Compensation
11000	2100	51300	1215	2000	Additional Compensation
11000	2100	51300	1216	0000	Additional Compensation
11000	2100	51300	1216	2000	Additional Compensation
11000	2100	51300	1217	0000	Additional Compensation
11000	2100	51300	1217	2000	Additional Compensation
11000	2100	51300	1218	0000	Additional Compensation
11000	2100	51300	1218	2000	Additional Compensation
11000	2100	51300	1311	0000	Additional Compensation
11000	2100	51300	1311	2000	Additional Compensation
11000	2100	51300	1312	0000	Additional Compensation
11000	2100	51300	1312	2000	Additional Compensation
11000	2100	51300	1313	0000	Additional Compensation
11000	2100	51300	1313	2000	Additional Compensation
11000	2100	51300	1314	0000	Additional Compensation
11000	2100	51300	1314	2000	Additional Compensation
11000	2100	51300	1315	0000	Additional Compensation
11000	2100	51300	1315	2000	Additional Compensation
11000	2100	51300	1316	0000	Additional Compensation
11000	2100	51300	1316	2000	Additional Compensation
11000	2100	51300	1317	0000	Additional Compensation
11000	2100	51300	1317	2000	Additional Compensation
11000	2100	51300	1318	0000	Additional Compensation
11000	2100	51300	1318	2000	Additional Compensation
11000	2100	51300	1319	0000	Additional Compensation
11000	2100	51300	1319	2000	Additional Compensation
11000	2100	51300	1511	0000	Additional Compensation
11000	2100	51300	1511	2000	Additional Compensation
11000	2100	52111	0000	0000	Educational Retirement
11000	2100	52112	0000	0000	ERA - Retiree Health
11000	2100	52210	0000	0000	FICA Payments
11000	2100	52220	0000	0000	Medicare Payments
11000	2100	52311	0000	0000	Health and Medical Premiums
11000	2100	52312	0000	0000	Life
11000	2100	52313	0000	0000	Dental
11000	2100	52314	0000	0000	Vision
11000	2100	52315	0000	0000	Disability
11000	2100	52500	0000	0000	Unemployment Compensation
11000	2100	52720	0000	0000	Workers Compensation Employer's Fee
11000	2100	52730	0000	0000	Workers Compensation (Self Insured)
11000	2100	52913	0000	0000	Workers Compensation Employee Fees

FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	2100	53211	0000	2000	Diagnosticians - Contracted
11000	2100	53212	0000	2000	Speech Therapists - Contracted
11000	2100	53213	0000	2000	Occupational Therapists - Contracted
11000	2100	53214	0000	2000	Physical/Recreational Therapists - Contracted
11000	2100	53215	0000	0000	Psychologists/Counselors - Contracted
11000	2100	53215	0000	2000	Psychologists/Counselors - Contracted
11000	2100	53216	0000	2000	Audiologists - Contracted
11000	2100	53217	0000	2000	Interpreters - Contracted
11000	2100	53218	0000	2000	Specialists - Contracted
11000	2100	53219	0000	2000	Special Ed Assistants (Non-Instructional) - Contracted
11000	2100	53330	0000	0000	Professional Development
11000	2100	53330	0000	2000	Professional Development
11000	2100	53414	0000	0000	Other Services
11000	2100	53414	0000	2000	Other Services
11000	2100	53711	0000	0000	Other Charges
11000	2100	53711	0000	2000	Other Charges
11000	2100	55813	0000	0000	Employee Travel - Non-Teachers
11000	2100	55813	0000	2000	Employee Travel - Non-Teachers
11000	2100	55818	0000	0000	Other Travel - Non-Employees
11000	2100	55818	0000	2000	Other Travel - Non-Employees
11000	2100	55914	0000	0000	Contracts - Interagency
11000	2100	55914	0000	2000	Contracts - Interagency
11000	2100	55915	0000	0000	Other Contract Services
11000	2100	55915	0000	2000	Other Contract Services
11000	2100	56113	0000	0000	Software
11000	2100	56113	0000	2000	Software
11000	2100	56118	0000	0000	General Supplies and Materials
11000	2100	56118	0000	2000	General Supplies and Materials
11000	2100	57331	0000	0000	Fixed Assets (more than \$5,000)
11000	2100	57331	0000	2000	Fixed Assets (more than \$5,000)
11000	2100	57332	0000	0000	Supply Assets (\$5,000 or less)
11000	2100	57332	0000	2000	Supply Assets (\$5,000 or less)

FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	2200	51100	1211	0000	Salaries Expense
11000	2200	51100	1212	0000	Salaries Expense
11000	2200	51100	1213	0000	Salaries Expense
11000	2200	51100	1217	0000	Salaries Expense
11000	2200	51100	1511	0000	Salaries Expense
11000	2200	51100	1610	0000	Salaries Expense
11000	2200	51100	1611	0000	Salaries Expense
11000	2200	51100	1612	0000	Salaries Expense
11000	2200	51100	1613	0000	Salaries Expense
11000	2200	51200	1211	0000	Overtime Expense
11000	2200	51200	1213	0000	Overtime Expense
11000	2200	51200	1217	0000	Overtime Expense
11000	2200	51200	1511	0000	Overtime Expense
11000	2200	51300	1211	0000	Additional Compensation
11000	2200	51300	1212	0000	Additional Compensation
11000	2200	51300	1213	0000	Additional Compensation
11000	2200	51300	1217	0000	Additional Compensation
11000	2200	51300	1511	0000	Additional Compensation
11000	2200	52111	0000	0000	Educational Retirement
11000	2200	52112	0000	0000	ERA - Retiree Health
11000	2200	52210	0000	0000	FICA Payments
11000	2200	52220	0000	0000	Medicare Payments
11000	2200	52311	0000	0000	Health and Medical Premiums
11000	2200	52312	0000	0000	Life
11000	2200	52313	0000	0000	Dental
11000	2200	52314	0000	0000	Vision
11000	2200	52315	0000	0000	Disability
11000	2200	52500	0000	0000	Unemployment Compensation
11000	2200	52720	0000	0000	Workers Compensation Employer's Fee
11000	2200	52730	0000	0000	Workers Compensation (Self Insured)
11000	2200	52913	0000	0000	Workers Compensation Employee Fees
11000	2200	53330	0000	0000	Professional Development
11000	2200	53414	0000	0000	Other Services
11000	2200	53711	0000	0000	Other Charges
11000	2200	55813	0000	0000	Employee Travel - Non-Teachers
11000	2200	55818	0000	0000	Other Travel - Non-Employees
11000	2200	55914	0000	0000	Contracts - Interagency
11000	2200	55915	0000	0000	Other Contract Services
11000	2200	56113	0000	0000	Software
11000	2200	56114	0000	0000	Library And Audio-Visual
11000	2200	56118	0000	0000	General Supplies and Materials
11000	2200	57331	0000	0000	Fixed Assets (more than \$5,000)
11000	2200	57332	0000	0000	Supply Assets (\$5,000 or less)

FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	2300	53411	0000	0000	Auditing
11000	2300	53713	0000	0000	Indirect Costs Program Administration
FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	2400	51100	1112	0000	Salaries Expense
11000	2400	51100	1211	0000	Salaries Expense
11000	2400	51100	1217	0000	Salaries Expense
11000	2400	51100	1511	0000	Salaries Expense
11000	2400	51100	1610	0000	Salaries Expense
11000	2400	51100	1611	0000	Salaries Expense
11000	2400	51100	1612	0000	Salaries Expense
11000	2400	51100	1613	0000	Salaries Expense
11000	2400	51200	1217	0000	Overtime Expense
11000	2400	51200	1511	0000	Overtime Expense
11000	2400	51300	1112	0000	Additional Compensation
11000	2400	51300	1211	0000	Additional Compensation
11000	2400	51300	1217	0000	Additional Compensation
11000	2400	51300	1511	0000	Additional Compensation
11000	2400	52111	0000	0000	Educational Retirement
11000	2400	52112	0000	0000	ERA - Retiree Health
11000	2400	52210	0000	0000	FICA Payments
11000	2400	52220	0000	0000	Medicare Payments
11000	2400	52311	0000	0000	Health and Medical Premiums
11000	2400	52312	0000	0000	Life
11000	2400	52313	0000	0000	Dental
11000	2400	52314	0000	0000	Vision
11000	2400	52315	0000	0000	Disability
11000	2400	52500	0000	0000	Unemployment Compensation
11000	2400	52720	0000	0000	Workers Compensation Employer's Fee
11000	2400	52730	0000	0000	Workers Compensation (Self Insured)
11000	2400	52913	0000	0000	Workers Compensation Employee Fees
11000	2400	53330	0000	0000	Professional Development
11000	2400	53414	0000	0000	Other Services
11000	2400	53711	0000	0000	Other Charges
11000	2400	55813	0000	0000	Employee Travel - Non-Teachers
11000	2400	55914	0000	0000	Contracts - Interagency
11000	2400	55915	0000	0000	Other Contract Services
11000	2400	56113	0000	0000	Software
11000	2400	56118	0000	0000	General Supplies and Materials
11000	2400	57331	0000	0000	Fixed Assets (more than \$5,000)
11000	2400	57332	0000	0000	Supply Assets (\$5,000 or less)

FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	2500	51100	1113	0000	Salaries Expense
11000	2500	51100	1114	0000	Salaries Expense
11000	2500	51100	1115	0000	Salaries Expense
11000	2500	51100	1217	0000	Salaries Expense
11000	2500	51100	1220	0000	Salaries Expense
11000	2500	51100	1511	0000	Salaries Expense
11000	2500	51100	1610	0000	Salaries Expense
11000	2500	51100	1611	0000	Salaries Expense
11000	2500	51100	1612	0000	Salaries Expense
11000	2500	51100	1613	0000	Salaries Expense
11000	2500	51100	1616	0000	Salaries Expense
11000	2500	51200	1217	0000	Overtime Expense
11000	2500	51200	1220	0000	Overtime Expense
11000	2500	51200	1511	0000	Overtime Expense
11000	2500	51200	1616	0000	Overtime Expense
11000	2500	51300	1113	0000	Additional Compensation
11000	2500	51300	1114	0000	Additional Compensation
11000	2500	51300	1115	0000	Additional Compensation
11000	2500	51300	1217	0000	Additional Compensation
11000	2500	51300	1220	0000	Additional Compensation
11000	2500	51300	1511	0000	Additional Compensation
11000	2500	51300	1616	0000	Additional Compensation
11000	2500	52111	0000	0000	Educational Retirement
11000	2500	52112	0000	0000	ERA - Retiree Health
11000	2500	52210	0000	0000	FICA Payments
11000	2500	52220	0000	0000	Medicare Payments
11000	2500	52311	0000	0000	Health and Medical Premiums
11000	2500	52312	0000	0000	Life
11000	2500	52313	0000	0000	Dental
11000	2500	52314	0000	0000	Vision
11000	2500	52315	0000	0000	Disability
11000	2500	52500	0000	0000	Unemployment Compensation
11000	2500	52720	0000	0000	Workers Compensation Employer's Fee
11000	2500	52730	0000	0000	Workers Compensation (Self Insured)
11000	2500	52913	0000	0000	Workers Compensation Employee Fees
11000	2500	53330	0000	0000	Professional Development
11000	2500	53414	0000	0000	Other Services
11000	2500	53711	0000	0000	Other Charges
11000	2500	55813	0000	0000	Employee Travel - Non-Teachers
11000	2500	55914	0000	0000	Contracts - Interagency
11000	2500	55915	0000	0000	Other Contract Services
11000	2500	56113	0000	0000	Software
11000	2500	56118	0000	0000	General Supplies and Materials
11000	2500	57331	0000	0000	Fixed Assets (more than \$5,000)
11000	2500	57332	0000	0000	Supply Assets (\$5,000 or less)



FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	2600	51100	1113	0000	Salaries Expense
11000	2600	51100	1114	0000	Salaries Expense
11000	2600	51100	1217	0000	Salaries Expense
11000	2600	51100	1219	0000	Salaries Expense
11000	2600	51100	1610	0000	Salaries Expense
11000	2600	51100	1611	0000	Salaries Expense
11000	2600	51100	1612	0000	Salaries Expense
11000	2600	51100	1613	0000	Salaries Expense
11000	2600	51100	1614	0000	Salaries Expense
11000	2600	51100	1615	0000	Salaries Expense
11000	2600	51100	1623	0000	Salaries Expense
11000	2600	51200	1114	0000	Overtime Expense
11000	2600	51200	1217	0000	Overtime Expense
11000	2600	51200	1219	0000	Overtime Expense
11000	2600	51200	1614	0000	Overtime Expense
11000	2600	51200	1615	0000	Overtime Expense
11000	2600	51200	1623	0000	Overtime Expense
11000	2600	51300	1113	0000	Additional Compensation
11000	2600	51300	1114	0000	Additional Compensation
11000	2600	51300	1217	0000	Additional Compensation
11000	2600	51300	1219	0000	Additional Compensation
11000	2600	51300	1614	0000	Additional Compensation
11000	2600	51300	1615	0000	Additional Compensation
11000	2600	51300	1623	0000	Additional Compensation
11000	2600	52111	0000	0000	Educational Retirement
11000	2600	52112	0000	0000	ERA - Retiree Health
11000	2600	52210	0000	0000	FICA Payments
11000	2600	52220	0000	0000	Medicare Payments
11000	2600	52311	0000	0000	Health and Medical Premiums
11000	2600	52312	0000	0000	Life
11000	2600	52313	0000	0000	Dental
11000	2600	52314	0000	0000	Vision
11000	2600	52315	0000	0000	Disability
11000	2600	52500	0000	0000	Unemployment Compensation
11000	2600	52720	0000	0000	Workers Compensation Employer's Fee
11000	2600	52730	0000	0000	Workers Compensation (Self Insured)
11000	2600	52913	0000	0000	Workers Compensation Employee Fees
11000	2600	53330	0000	0000	Professional Development
11000	2600	53711	0000	0000	Other Charges
11000	2600	54416	0000	0000	Communication Services
11000	2600	55813	0000	0000	Employee Travel - Non-Teachers
11000	2600	55914	0000	0000	Contracts - Interagency
11000	2600	55915	0000	0000	Other Contract Services
11000	2600	56113	0000	0000	Software
11000	2600	56118	0000	0000	General Supplies and Materials
11000	2600	56211	0000	0000	Gasoline
11000	2600	57331	0000	0000	Fixed Assets (more than \$5,000)
11000	2600	57332	0000	0000	Supply Assets (\$5,000 or less)
FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	2700	55112	0000	0000	Transportation Contractors
11000	2700	55915	0000	0000	Other Contract Services
FUND	FUNCTION	OBJECT	JOB CLASS	PROGRAM	OBJECT DESCRIPTION
11000	3100	56116	0000	0000	Food

# CFDA # (Catalog of Federal Domestic Assistance)

U:\Categorical Programs\Forms-Ongoing

CFDA 6-19-08.xlsx

CATEGORICAL PROJECTS/GRANT	REVENUE CODE	FUND CODE	CFDA NO.
Title I - IASA	44500	24101	84.0100
Javits Gifted & Talented Students	44500	24102	84.206A
Migrant Children Education	44500	24103	84.0110
Title I Capital Expense IASA	44500	24104	84.216A
Migrant Consortium	44500	24105	84.144F
Entitlement IDEA-B	44500	24106	84.0270
Discretionary IDEA-B	44500	24107	84.0270
Competitive IDEA-B	44500	24108	84.0270
Preschool IDEA-B	44500	24109	84.1730
Federal Admin (CILT)	44500	24110	VARIOUS
Katrina Hurricane Relief	44500	24111	84.938
Education of Homeless	44500	24113	84.1960
Adult Basic Education PED	44500	24114	84.0020
Title VII Emerg. Immigrant Ed.	44500	24116	84.1620
Mathematics and Science Partnerships	44500	24117	84.366B
Fresh Fruits & Vegetables	44500	24118	10.582
IDEA-B "Risk Pool"	44500	24120	84-027A
Local Wellness Program	44500	24121	10.574
Title I Migrant Even Start IASA	44500	24122	84.2140
Negligent, Delinquent or At-Risk Children & Youth	44500	24123	84.0130
Title I 1003g Grant	44500	24124	84.337
F	44500	24125	84.2130
Learn and Serve (CNCS)	44500	24126	94.0040
Partnerships in Char. Ed. Pilot	44500	24129	84.215V
Vacant	44500	24130	Need
Enhancing Education Through Technology - Formula (E2T2-F)	44500	24133	84.318X
Title III, Rehabilitation Act of 1973	44500	24134	84.235B
Comprehensive School Reform	44500	24135	84.332A
Preschool Competitive - IDEA-B (CSPD)	44500	24136	84.1730
Class Size Reduction Act	44500	24137	84.3400
Leadership - Voc Ed	44500	24139	84.0480
ELL Title III - Incentive Awards	44500	24143	84.365A
Instr. Programs/Public Schools - Voc Ed	44500	24144	84.0480
Tech Prep - Voc Ed	44500	24145	84.0480
Charter Schools	44500	24146	84.282A
Reading Excellence	44500	24147	84.338A
Technology Challenge -Earmark Grant	44500	24148	84.303K
Enhancing Education Through Technology - Competative (E2T2-C)	44500	24149	84.318X
Title V (Part A) Innovative Education Program Strategies	44500	24150	84.2980
SpEd-State Program Improvement Grants for Children with Disabilities	44500	24151	84.323A
SpEd-Technical Assistance & Dissemination	44500	24152	84.326X
English Language Acquisition	44500	24153	84.365A
Teacher/Principal Training & Recruiting	44500	24154	84.367A
Indian Ed. - Title VII	44500	24155	PENDING
Even Start Family Literacy	44500	24156	84.3140
Title IV-A Safe and Drug Free Schools & Communities	44500	24157	84.186A
Community Service Grants	44500	24158	84.1840
21st Century Community Living Centers	44500	24159	84.287C
Rural and Low-Income Schools	44500	24160	84.358B
State Assessment and Related Activities	44500	24161	84.369A
Title I School Improvement	44500	24162	84.0100
Immigrant Funding - Title III	44500	24163	84.365A
School Renovation Grants	44500	24164	84.3520
Refugee and Entrant Assistance	44500	24165	93.5760
School Renovation, IDEA, and Technology	44500	24166	84.352A
Reading First	44500	24167	84.357A
Tech Prep - Current	44500	24168	84.243A
Tech Prep - PY Un-Liq Obligations	44500	24169	84.243A
Tech Prep - Redistribution	44500	24170	84.243A
Carl D. Perkins Special Projects - Current	44500	24171	84.0480
Carl D. Perkins Special Projects -PY Un-Liq Obligations	44500	24172	84.0480
Carl D. Perkins Special Projects - Redistribution	44500	24173	84.0480
Carl D. Perkins Secondary - Current	44500	24174	84.0480
Carl D. Perkins Secondary - PY Un-Liq Obligations	44500	24175	84.0480
Carl D. Perkins Secondary - Redistribution	44500	24176	84.0480
Carl D. Perkins Post Secondary - Current	44500	24177	84.0480
Carl D. Perkins Post Secondary - PY Un-Liq Obligations	44500	24178	84.0480
Carl D. Perkins Post Secondary - Redistribution	44500	24179	84.0480
Carl D. Perkins HSTW - Current	44500	24180	84.0480
Carl D. Perkins HSTW - PY Un-Liq Obligations	44500	24181	84.0480
Carl D. Perkins HSTW - Redistribution	44500	24182	84.0480

CATEGORICAL PROJECTS/GRANTS	REVENUE CODE	FUND CODE	CFDA NO.
Delinquency Prevention Program	44301	25102	16.5480
Bilingual Ed. USDE/Title VII	44301	25103	84.0030
Professional Development	44301	25104	84.195A
Ed. Exchange NIS Secondary School Init.	44301	25105	82.0180
School Emergency Response to Violence (Project SERV)	44301	25106	84.184S
Teaching American History	44301	25107	84.215X
AL-Outreach (TOPS) D.O.E.	44301	25108	81.0920
Bilingual Ed/Comprehensive School Grants USDE	44301	25109	84.290U
Maternal/Child Health	44301	25110	13.9940
Navajo Red Road Project/ Corn Pollen Pathway Project	44301	25111	84.184A
Collaborative Research and Development	44301	25112	12.1140
Community Prosecution and Project Safe Neighborhoods	44301	25113	16.609
Early Reading First	44301	25114	84.359A
Title IX Indian Ed.	44301	25115	84.0600
Rehabilitation Services Demonstration and Training Programs	44301	25116	84.235S
JTPA	44301	25117	17.2500
Comm. Partnership Demo. Grant OSAP	44301	25118	93.1940
Drug Free Schls & Comm Emrgcy	44301	25119	84.2330
Project Tales/Talking Tales	44301	25120	84.2920
Violence Prevention Demonstration/USDE	44301	25121	84.929A
Public Health Services Health Ed.	44301	25122	93.237
Challenge Cost Share Program	44301	25123	15.2280
Bilingual Ed. Program Development & Implementation Grants	44301	25124	84.2880
Community Technology Centers	44301	25125	84.341A
Title V Abstinence Ed./DOH/PHD	44301	25126	93.2350
Headstart	44301	25127	93.6000
Schools with Sol	44301	25128	81.041
Title XX Health & Social Serv.	44301	25129	93.6670
Collaborative Forest Restoration	44301	25130	10.6790
Johnson O'Malley	44301	25131	15.1300
Highway Safety Act NHTSA	44301	25132	20.6000
Pres. Teaching Award NSF	44301	25133	47.0660
Transition into Apprenticeship DVR	44301	25134	84.235B
Advanced Placement Incentive Pgm NMHU	44301	25135	84.3300
Action Grants	44301	25136	72.0140
General Education Projects "Star Schools"	44301	25137	84.203F
Substance Abuse Prevention DOH	44301	25138	93.9590
Improve the Mental Health of Children	44301	25139	84.215M
Economic Action Program (USDA)	44301	25140	10.664
GRADS ENMU Pilot	44301	25141	84.0480
Foreign Language Assistance	44301	25142	84.293B
McAuliffe Fellowship	44301	25143	84.1900
Carl D. Perkins TVI	44301	25144	84.0480
Impact Aid Special Education	44301	25145	84.0410
Safe Route to School / NMDOT	44301	25146	20.205
Impact Aid Indian Education	44301	25147	84.0410
LBJ Space Center NASA	44301	25148	Need
GRADS Child Care CYFD	44301	25149	93.5900
Food Stamp Nutrition Program	44301	25150	10.561
National Endowment for the Arts	44301	25151	45.024
Title XIX MEDICAID 0/2 Years	44301	25152	93.7780
Title XIX MEDICAID 3/21 Years	44301	25153	93.7780
Even Start Migrant Ed.	44301	25154	84.214A
Title III U.S.D.E.	44301	25155	81.5020
Project Empower Families SED	44301	25156	84.2370
Child Care Block Grant CYFD	44301	25157	93.0370
Career Access Program NSF	44301	25158	47.0760
Preventative Health Block Grant	44301	25159	93.9910
Juvenile Justice Delinq. Prev. CHALLENGE	44301	25160	16.5000
Bilingual Ed. Development and Implementation Grant	44301	25161	84.288S
TANF/GRADS HSD	44301	25162	93.5580
Commun Academy Science/Math	44301	25163	47.9990
Anti-Gang Initiative APS Sentry	44301	25164	16.744
Juvenile Justice Delinq. Prev. Formula Grant	44301	25165	16.5010
Scaling Up Mathematics Achievement (SUMA)	44301	25166	47.0076
Dwight D. Eisenhower Math/Science	44301	25167	84.1680
Asthma Management	44301	25168	93.938
Drug & Violence Prevention-Middle Schools Coordinators	44301	25169	84.184K

CATEGORICAL PROJECTS/GRANTS	FUND CODE	FUND CODE	CFDA NO.
Safe & Drug Free Sch/Commun--Nat'l Pgms	44301	25170	84.1840
Child & Adult Food Program	44301	25171	10.5580
Model State-Supported Area Health Ed. Centers	44301	25172	93.1070
After-School (PICAASO)	44301	25174	84.287N
Pilot & Demo. JTPA	44301	25177	17.2490
ALAMO D.O.D.	44301	25179	Need
Magnet Schools Assistance	44301	25180	84.165A
Indian Ed Formula Grant	44301	25184	84.060A
Juvenile Justice Delinquency Prevention	44301	25185	16.5400
Bilingual Ed. Program Enhancement Grants USDE	44301	25186	84.289P
Enforcing Underage Drinking Laws	44301	25187	16.7270
Res Ctr Ed Needs Diverse Stud Popul.	44301	25191	84.306A
Bilingual Ed. Systemwide Improvement Grants	44301	25192	84.291R
Special Projects Demonstration USDE	44301	25194	84.299A
Drug-Free Communities Support	44301	25196	16.7290
Center for Service Learning Opportunities In Ed.	44301	25197	94.0040
Distance Lrng & Telemed. Loan/Grant Pgm.	44301	25198	10.8550
21st Century Community Learning Centers	44301	25199	84.287A
R.O.T.C.	44301	25200	Need
Navajo Nations	44301	25201	Need
<b>Teacher Quality Enhancement - Teacher Development Partnership</b>	44301	25202	84.336C
Environmental Ed. Grant	44301	25203	66.9510
Bureau of Reclamation US Dept of Interior	44301	25206	15.BBMO
Technology Challenge Grant USDE	44301	25207	84.303A
Title V Indian Health Care Impr Act	44301	25209	93.2370
HSD Nutrition Ed & Trng Pgm	44301	25210	10.5640
GEAR UP USDE	44301	25211	84.334A
RURAL HEALTH OUTREACH	44301	25212	93.9120
Professional Development: Training for all Teachers	44301	25213	84.195B
Teacher Quality Enhancement	44301	25214	84.336A
Elementary School Counseling	44301	25215	84.215E
Family & Community Violence Prevention	44301	25216	93.9100
Smaller Learning Communities	44301	25217	84.215L
NASA-UNM PURSUE	44301	25218	43.0010
Intergovernmental Personnel Act (IPA) Mobility Program	44301	25219	27.0110
Workforce Investment Act	44301	25220	17.2550
Arts in Education	44301	25221	84.926B
Centers for Disease Control & Prevention-Investigations & Technical Assistance	44301	25222	93.2830
Clean Water Act	44301	25223	66.460
After School Learning Centers USDE	44301	25224	84.287B
FTE Earmark Grant	44301	25225	84.215K
Dropout Prevention Demonstration	44301	25226	84.215W
Partnerships for Wildlife	44301	25227	15.6170
Goals 2000 Parental Assistance	44301	25228	84.310A
Developmental Disabilities Basic Support and Advocacy	44301	25229	93.6300
Secondary Agriculture Education Grant	44301	25230	10.226
Foreign Language Incentive Program	44301	25231	84.294A
AmeriCorps	44301	25232	94.0060
Rural Education Achievement Program	44301	25233	84.358A
Projects With Industry	44301	25234	84.234Q
Literacy through School Libraries	44301	25235	84.364A
Transition to Teaching	44301	25236	84.350A
School Dropout Prevention	44301	25237	84.360A
Substance Abuse & Mental Health Services	44301	25238	93.2430
Public Telecommunications Facilities	44301	25239	11.5500
Improvement of Education Fund	44301	25240	84.215S
Carol M. White Physical Fitness	44301	25241	84.215F
Incentive Program	44301	25242	84.330C
Safe & Drug Free Schools & Communities-National Programs	44301	25243	84.184L
Community Mental Health Services	44301	25244	93.9580
National Endowment for the Humanities	44301	25245	45.1600
Emergency Food and Shelter National Board Program	44301	25246	83.5230
Charter Schools	44301	25247	84.282F
Native American Program	44301	25248	84.365C
Emergency Response Plans for School Safety Initiative	44301	25249	84.184E

# Maintain Notebook

Each Grant will have a separate note book with the following Tabs and contents:

## Grant:

Required:

- Grant Assignment form
- Grant Award/Proposal/Application

## Setup:

Required:

- Requester list
- Approver list

Optional:

- Accounting Unit setup
- Account Attach setup
- Activity setup
- SEMS (eSchools-Substitutes) setup

## Budget:

Required:

- Board Doc form with most current on top
- Budget setup sheet
- Budget transfers (if applicable)
- Expense transfer requests (if applicable)

Optional:

- Benefit worksheets
- Indirect/audit calculation sheet
- Budget Upload
- Journal Entries

## These Tabs are optional

- Payroll
- PCards
- Travel
- Invoices
- HR
- Misc
- Others of your choice