



Accounting Functions During COVID 19

Accounts Payable

- The program offices should submit regular vendor invoices and consultant travel via email to accountspayable@mdek12.org. The child nutrition and school payments should continue being sent to the accounts payable processors responsible for payment.
- The invoices received that need the approval stamp completed will be sent to program offices and we will accept a response via email approving for payment with information that would normally be found on the stamp (goods received date, invoice received date, condition of goods, PO number, and funding information). This email will be attached with the invoice in MAGIC. For direct invoices that require a requisition, this can be completed by accessing the Request for Services or Goods form on Accounting's webpage.

Accounts Receivable

- Please inform the Director of Accounting (sfbuie@mdek12.org) when checks are received in your office. The Director of Accounting will coordinate with the program offices to ensure timely deposits. Receipt of Funds forms can be emailed to Marie Briggs at rbriggs@mdek12.org.

Mailroom

- The mailroom staff will pick up the mail from the post office on Tuesday and Thursday mornings. The mail will be sorted and placed in each program office's box in the mailroom. Program office designee will be responsible for retrieving the mail from the mailroom.
- All outgoing mail should be placed on the counter in the mailroom with the completed mailing request form. The mail will be delivered to the post office on Tuesdays and Thursdays.
- Deliveries can be picked up in the mailroom on Tuesdays and Thursdays.

Payroll

- All payroll documents without social security numbers can be emailed to Yulanda Wesley at ywesley@mdek12.org.
- Electronic signatures will be accepted on timesheets and leave forms during this time.

Property

- All fixed assets forms can be emailed to Kenya Gardner at kgardner@mdek12.org and Chris Anthony at canthony@mdek12.org.
- Please contact Kenya Gardner when inventory is received that requires a numbered inventory tag. The Property Office will be tagging inventory on Mondays and Wednesdays. The program office designee will be responsible for coordinating a day and time to meet at Central High School to tag items. Items should be tagged within 30 days of receipt of the item.

Travel

- Electronic supporting documentation and electronic signatures will be accepted for travel reimbursements during this time. Email travel documents to Candida Thompson at cthompson@mdek12.org and Yulanda Wesley at ywesley@mdek12.org. **Employees should maintain their original receipts on file.**