



Accounting Functions During Teleworking

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

- Receipt of Funds forms can be emailed to Marie Briggs at rbriggs@mdek12.org.

Mailroom

- All outgoing mail should be placed on the counter in the mailroom with the completed mailing request form.
- **Each program office is responsible for securing space for incoming deliveries in a timely manner.**

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.
- All payroll checks will be mailed.

Property

- All fixed assets forms can be emailed to Christopher Anthony at canthony@mdek12.org and Yulanda Wesley at ywesley@mdek12.org. Please contact the Property office when inventory is received that requires a numbered inventory tag. Items should be tagged within 30 day 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 Ammie Rayburn at arayburn@mdek12.org and Yulanda Wesley at ywesley@mdek12.org. **Employees should maintain their original receipts on file.**