Division of Finance Training Agenda (Principals, Directors and Secretaries) December 18, 2015/January 4, 2016 Admin. Bldg. Auditorium

Session 1

Stephanie Mendoza

Cash Management

- -Internal Procedures
- -Accounts Payable
- -Travel
- -Fixed Assets

Session 2

Jesus Martinez

Budget Manual

- -Account Code Structure
- -Budget Process
- -Budget Transfers
- -Budget Amendments

Session 3

Peggy Lee Gonzalez

Purchasing Manual

- -Purchasing Policy/Law
- -Purchase Requisitions
- -Vendors/Conflict of Interest
- -Competitive Bids and Proposals

Session 4

Peggy Lee Gonzalez

Records Retention Manual

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Admin. Bldg.-Auditorium

NAME	DEPARTMENT	SICNATURE
Gregory Martinez	Five Palms Elementary	
Mary Ann Perusquia	Five Palms Elementary	markerus 1
Anne Acosta	Head Start Department	Cerally 1. Cella
Bernadine Martinez	Head Start Department	6,000
Christina Rocha	Head Start Department	est co
Celeste Longoria	Health Services	Celesto Longaria
Sharon Nodine	Health Services	Spaion Rodine
Monica Lopez	Human Resources	Quya C Vases
Elvira Vasquez	Human Resources	MA9490/ 0 10
Patricia Cerda	Hutchins Elementary	Hotrien Cu in
Elizabeth Martinez	Hutchins Elementary	9/000mls
Patti Annunizo	Kazen Middle	
Anita Carrillo	Kazen Middle	anit Carrille
Marissa Q. Mendez	Kindred Elementary	I music smordes
Natalie Sanchez	Kindred Elementary	matalle 0
Joann Buchanan	Madla Elementary	In any Backer
Karen Wann	Madla Elementary	(KUNDALL) CON
Joseph Carranza	N. Armstrong Elementary	
The state of the s		Dr. AS
Patricia Esquivel Judith Benavidez	N. Armstrong Elementary	Tal ricia por spices
	Palo Alto Elementary	July Berger
Alice G. Lopez	Palo Alto Elementary	* Completion
Lisa Converse	Payroll Department	* The Man
Angela Moreno	Payroll Department	angen 1100
Perla Perales	Payroll Department	* Perla Peres
Melissa Perez	Payroll Department	* Melisa Perez
Teresa Gonzalez	Police Department	Jeresa Level
Chief Eugene Tovar	Police Department	On page 3 of 3
Laura Almonte	Price Elementary	Trayma almonto
Florinda Castillo	Price Elementary	The as Gill
Chriselda Bazaldua	Shepard Middle	Collegue
Melissa Campos	Shepard Middle	That
Nora Moncivaiz	Special Education Depatment	1 places minutes
Genevieve Perez	Special Education Department	BULL TO
Julie Silva	Special Education Department	Gull gull
Norma Covarrubias	South San High	Har
Lee Hernandez	South San High	
Renee Rodriguez	South San High	Rence Rodriguy
Sandra J. Sandoval	Student Support Services	2. Sandens
Eusebio Vega	Student Support Services	E
Henry Yzaguirre	Student Support Services	Luces
Dr. Abelardo Saavedra	Superintendent Office	Ind Sice
Michael Balderrama	Superintendent Office	ALBERT BALONE
Sylvia Fonseca	Superintendent Office	27/1/5
Yvette Valdovinos	Superintendent Office	with I dail
Lizbeth Alvarez	Technology Department	My lett alwares
Dr. Ramiro Zuniga	Technology Department	The state of
Susan Harrington	Texbooks-Records Department	M. Charles
Joe Jasso	Texbooks-Records Departmen	
	Zamora Middle	634
Mary Jane Garza Rosanna Mercado	Zamora Middle Zamora Middle	ANIMAN N
ryosanna iviercado	Zamora iviludie	XI IVY AV

Date: 12/18/2015

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NAME	DEPARTMENT	GIGNATURE
Robert Becerra	Alternative	14176
Mary H. Fulgencio	Alternative	M. Folge
Cecilia De La Luz	REIS Department	Coy Con
Angelica Garza	REIS Department	605
David Abundis	Athens Elementary	Davy
Elena Pacheco	Athens Elementary	Elega (racheno
Denise Menchaca	Athletic Department	we min
Dyanne Munoz	Athletic Department	Joseph X
Rosey Sandoval	Athletic Department	Kopey Sandral
Robert Zamora	Athletic Department	West sur
Johnny Diaz	Benavidez Elementary	20 mondrel 6
Jovita Segura	Benavidez Elementary	Gout Desura
Maria Estella Aguirre	Bilingual Department	Miland Co fair
Arla Maldonado-Chapa	Bilingual Department	Will be a second
Naomi Diaz	Business Office	-70792
Jeanette French	Business Office	(Mutues) France
Peggy Gonzalez	Business Office	9000
Angie Gutierrez	Business Office	array a golden
Anna Mann	Business Office	The same
Amanda Martinez	Business Office	1 l. Mar
Jesus Martinez	Business Office	Popular
	Business Office	
Stephanie Mendoza Cris Morales		6.20
	Business Office	Act of Maria
Cristina Moreno	Business Office	ORISTIAN MOCIO
Brenda Rios	Business Office	100000000000000000000000000000000000000
Manuela Romero	Business Office	and a second
Alexandria Zertuche	Business Office	Wasanaran artucke
Vicki Aguilera	Business Operations	S Saile
Jenny Arredondo	Business Operations	15000
Mary Casanova	Business Operations	masy asanoul
Sheila Cruz	Business Operations	System Enter
Angela Perales	Business Operations	Stros
Juana Ramirez	Business Operations	Flynor
Andy Rocha	Business Operations	(14)
Christina Welch	Business Operations	Car
Sandra Zapata	Business Operations	Danola Laxur.
Valerie Garcia	Carrillo Elementary	J. Lague
Caroline Hernandez	Carrillo Elementary	Carolinto mundoz
Janice Hernandez	Public Relations	Pring Judes
Ryan Paredez	Public Relations	The Care
Judit Camargo	Division of Academics	* July Comp
Delinda Castro	Division of Academics	On page 3 of 3
Lorraine De Leon	Division of Academics	On page 3 of 3
Charles Ervin	Division of Academics	Cur
Juanita Garcia	Division of Academics	Guante Parcia
Susana Gonzales	Division of Academics	Dix Ginealer
Michelle Triplett	Division of Academics	200
Yvonne Hernandez	Dwight Middle	BATT
Elizabeth Padron	Dwight Middle	ATT WA

By signing this form, you are acknowledging that you have been trained on the district's new board approved uniform set of financial and operating policies and procedures.

*Required make-up training session Tuesday,

January 5, 2016 at 9:00 a.m.

Date: 12/18/2015

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Arturo Cano	Div of Academics	A. Coro
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Larreine Dele	Div of Ale	Do De tel
Juanita Alfaro	Armstra	Da
Juantin Strock	ATT III STILL	000
1 Langa Karlos Holyte &	1260	10
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Ruber Japan	DoA Police Dision of Account	
Ruse Toran Ruse Toran Delinda Castro TRIAM MUNOS		
Delinda Castro	Chief Academic PIVISIONOF ACAP.	TALAMO
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