

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

Session 1

Stephanie Mendoza	Cash Management <ul style="list-style-type: none">-Internal Procedures-Accounts Payable-Travel-Fixed Assets
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Session 2

Jesus Martinez	Budget Manual <ul style="list-style-type: none">-Account Code Structure-Budget Process-Budget Transfers-Budget Amendments
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Session 3

Peggy Lee Gonzalez	Purchasing Manual <ul style="list-style-type: none">-Purchasing Policy/Law-Purchase Requisitions-Vendors/Conflict of Interest-Competitive Bids and Proposals
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Session 4

Peggy Lee Gonzalez	Records Retention Manual
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Division of Finance Training Sign-In

Page 1 of 3

Date: 12/18/2015

Time: 8:30-4:30

Admin. Bldg.-Auditorium

NAME	DEPARTMENT	SIGNATURE
Gregory Martinez	Five Palms Elementary	<i>[Signature]</i>
Mary Ann Perusquia	Five Palms Elementary	<i>[Signature]</i>
Anne Acosta	Head Start Department	<i>[Signature]</i>
Bernadine Martinez	Head Start Department	<i>[Signature]</i>
Christina Rocha	Head Start Department	<i>[Signature]</i>
Celeste Longoria	Health Services	<i>[Signature]</i>
Sharon Nodine	Health Services	<i>[Signature]</i>
Monica Lopez	Human Resources	<i>[Signature]</i>
Elvira Vasquez	Human Resources	<i>[Signature]</i>
Patricia Cerda	Hutchins Elementary	<i>[Signature]</i>
Elizabeth Martinez	Hutchins Elementary	<i>[Signature]</i>
Patti Annunizio	Kazen Middle	<i>[Signature]</i>
Anita Carrillo	Kazen Middle	<i>[Signature]</i>
Marissa Q. Mendez	Kindred Elementary	<i>[Signature]</i>
Natalie Sanchez	Kindred Elementary	<i>[Signature]</i>
Joann Buchanan	Madla Elementary	<i>[Signature]</i>
Karen Wann	Madla Elementary	<i>[Signature]</i>
Joseph Carranza	N. Armstrong Elementary	<i>[Signature]</i>
Patricia Esquivel	N. Armstrong Elementary	<i>[Signature]</i>
Judith Benavidez	Palo Alto Elementary	<i>[Signature]</i>
Alice G. Lopez	Palo Alto Elementary	<i>[Signature]</i>
Lisa Converse	Payroll Department	* <i>[Signature]</i>
Angela Moreno	Payroll Department	* <i>[Signature]</i>
Perla Perales	Payroll Department	* <i>[Signature]</i>
Melissa Perez	Payroll Department	* <i>[Signature]</i>
Teresa Gonzalez	Police Department	<i>[Signature]</i>
Chief Eugene Tovar	Police Department	On page 3 of 3
Laura Almonte	Price Elementary	<i>[Signature]</i>
Florinda Castillo	Price Elementary	<i>[Signature]</i>
Chriselda Bazaldua	Shepard Middle	<i>[Signature]</i>
Melissa Campos	Shepard Middle	<i>[Signature]</i>
Nora Moncivaiz	Special Education Department	* <i>[Signature]</i>
Genevieve Perez	Special Education Department	<i>[Signature]</i>
Julie Silva	Special Education Department	<i>[Signature]</i>
Norma Covarrubias	South San High	<i>[Signature]</i>
Lee Hernandez	South San High	<i>[Signature]</i>
Renee Rodriguez	South San High	<i>[Signature]</i>
Sandra J. Sandoval	Student Support Services	<i>[Signature]</i>
Eusebio Vega	Student Support Services	<i>[Signature]</i>
Henry Yzaguirre	Student Support Services	<i>[Signature]</i>
Dr. Abelardo Saavedra	Superintendent Office	<i>[Signature]</i>
Michael Balderrama	Superintendent Office	<i>[Signature]</i>
Sylvia Fonseca	Superintendent Office	<i>[Signature]</i>
Yvette Valdovinos	Superintendent Office	<i>[Signature]</i>
Lizbeth Alvarez	Technology Department	<i>[Signature]</i>
Dr. Ramiro Zuniga	Technology Department	<i>[Signature]</i>
Susan Harrington	Texbooks-Records Department	<i>[Signature]</i>
Joe Jasso	Texbooks-Records Department	<i>[Signature]</i>
Mary Jane Garza	Zamora Middle	<i>[Signature]</i>
Rosanna Mercado	Zamora Middle	<i>[Signature]</i>

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.

Division of Finance Training Sign-In

Page 2 of 3

Date: 12/18/2015

Time: 8:30-4:30

Admin. Bldg.-Auditorium

NAME	DEPARTMENT	SIGNATURE
Robert Becerra	Alternative	<i>[Signature]</i>
Mary H. Fulgencio	Alternative	<i>[Signature]</i>
Cecilia De La Luz	REIS Department	<i>[Signature]</i>
Angelica Garza	REIS Department	<i>[Signature]</i>
David Abundis	Athens Elementary	<i>[Signature]</i>
Elena Pacheco	Athens Elementary	<i>[Signature]</i>
Denise Menchaca	Athletic Department	<i>[Signature]</i>
Dyanne Munoz	Athletic Department	<i>[Signature]</i>
Rosey Sandoval	Athletic Department	<i>[Signature]</i>
Robert Zamora	Athletic Department	<i>[Signature]</i>
Johnny Diaz	Benavidez Elementary	<i>[Signature]</i>
Jovita Segura	Benavidez Elementary	<i>[Signature]</i>
Maria Estella Aguirre	Bilingual Department	<i>[Signature]</i>
Arla Maldonado-Chapa	Bilingual Department	<i>[Signature]</i>
Naomi Diaz	Business Office	<i>[Signature]</i>
Jeanette French	Business Office	<i>[Signature]</i>
Peggy Gonzalez	Business Office	<i>[Signature]</i>
Angie Gutierrez	Business Office	<i>[Signature]</i>
Anna Mann	Business Office	<i>[Signature]</i>
Amanda Martinez	Business Office	<i>[Signature]</i>
Jesus Martinez	Business Office	<i>[Signature]</i>
Stephanie Mendoza	Business Office	<i>[Signature]</i>
Cris Morales	Business Office	<i>[Signature]</i>
Cristina Moreno	Business Office	<i>[Signature]</i>
Brenda Rios	Business Office	<i>[Signature]</i>
Manuela Romero	Business Office	<i>[Signature]</i>
Alexandria Zertuche	Business Office	<i>[Signature]</i>
Vicki Aguilera	Business Operations	<i>[Signature]</i>
Jenny Arredondo	Business Operations	<i>[Signature]</i>
Mary Casanova	Business Operations	<i>[Signature]</i>
Sheila Cruz	Business Operations	<i>[Signature]</i>
Angela Perales	Business Operations	<i>[Signature]</i>
Juana Ramirez	Business Operations	<i>[Signature]</i>
Andy Rocha	Business Operations	<i>[Signature]</i>
Christina Welch	Business Operations	<i>[Signature]</i>
Sandra Zapata	Business Operations	<i>[Signature]</i>
Valerie Garcia	Carrillo Elementary	<i>[Signature]</i>
Caroline Hernandez	Carrillo Elementary	<i>[Signature]</i>
Janice Hernandez	Public Relations	<i>[Signature]</i>
Ryan Paredes	Public Relations	<i>[Signature]</i>
Judit Camargo	Division of Academics	<i>[Signature]</i>
Delinda Castro	Division of Academics	<i>[Signature]</i>
Lorraine De Leon	Division of Academics	<i>[Signature]</i>
Charles Ervin	Division of Academics	<i>[Signature]</i>
Juanita Garcia	Division of Academics	<i>[Signature]</i>
Susana Gonzales	Division of Academics	<i>[Signature]</i>
Michelle Triplett	Division of Academics	<i>[Signature]</i>
Yvonne Hernandez	Dwight Middle	<i>[Signature]</i>
Elizabeth Padron	Dwight Middle	<i>[Signature]</i>

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Page 3 of 3

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