DATE: **February 22, 2021**

TO: **SONOMA COUNTY SCHOOL DISTRICTS**
FROM: **SCOE BUSINESS SERVICES**
RE: **ROUTING OF WORK TO SCOE**

PLEASE BE ADVISED OF ROUTING THE FOLLOWING INFORMATION TO THE PROPER PEOPLE:

DISTRICT CASH DEPOSITS >>>>>>>>>>>>>>	**SCOTT GREENWOOD – 524-2612**
BUDGET TRANSFERS/JOURNALS >>>>>>>>> AND CASH TRANSFERS/INTERFUND TRANSFERS	**YOUR DISTRICT FISCAL MANAGEMENT ADVISOR**
MANUAL PAYROLLS >>>>>>>>>>>>>>>>>>>	**JANELLE SARSFIELD - 524-2649 CHRISTY AREND - 524-2656**
STALE DATES, >>>>>>>>>>>>>>>>>	**THUAN PHAM - 524-2636 CHRISTY AREND - 524-2656**
RETIREMENT >>>>>>>>>>>>>>>>>>>>>>>	**MARIA AGUAYO - 524-2655 (PERS) ALLI BRITTON - 524-2651 (STRS)**
PAYROLL TOTALS – PAYROLL VOLDED >> APY WARRANTS – PRODUCTION	**SCOTT GREENWOOD - 524-2612**
CANCELLATION OF VENDOR CHECKS >>>>	*****SARAH GRAVES- 524-2646**
GARNISHMENTS >>>>>>>>>>>>>>>>>>> (IRS, FTB, CHILD SUPPORT, ETC.)	**JANELLE SARSFIELD - 524-2649**
PURCHASE ORDERS TO SCOE >>>>>>>>>>	**DEPARTMENT PROVIDING SERVICE**
WIRE TRANSFERS >>>>>>>>>>>>>>>>>>>	**EMAIL jsarsfield@scoe.org tpham@scoe.org, carend@scoe.org**
CHECK STATUS INQUIRY>>>>>>>>>>>>>>>	****EMAIL jsarsfield@scoe.org (Payroll) Tpham@scoe.org (Payroll) OR sgraves@scoe.org (Vendor)**
NEW BANK ACH IN ESCAPE >>>>>>>>>>>>>>>>>	**Carend@scoe.org**

*****Complete the Check Status Request form found on Home Page of Escape under the Forms tab and send to county with an attached copy of warrant*.**

******Write "VOID" across original check and forward to SCOE when requesting the cancel of a check for VOID.***