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

DISTRICT CASH DEPOSITS >>>>>>>>>>>>>>>>> SCOTT GREENWOOD – 524-2612

BUDGET TRANSFERS/JOURNALS >>>>>>>> YOUR DISTRICT FISCAL AND CASH TRANSFERS/INTERFUND TRANSFERS MANAGEMENT ADVISOR

MANUAL PAYROLLS >>>>>>>>>>>>>>>>>>>>>>>>>>> JANELLE SARSFIELD - 524-2649
THUAN PHAM – 524-2636
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 >> SCOTT GREENWOOD - 524-2612
APY WARRANTS – PRODUCTION

CANCELLATION OF VENDOR/AP CHECKS >>>> ***SARAH GRAVES- 524-2646

GARNISHMENTS >>>>>>>>>>>>>>>>>>>>>>> JANELLE SARSFIELD - 524-2649
(IRS, FTB, CHILD SUPPORT, ETC.)
THUAN PHAM – 524-2636

PURCHASE ORDERS TO SCOE >>>>>>>>>> DEPARTMENT PROVIDING SERVICE

WIRE TRANSFERS >>>>>>>>>>>>>>>>>>>>>>> EMAIL jsarsfield@scoe.org tpham@scoe.org,
carend@scoe.org, jliu@scoe.org

CHECK STATUS INQUIRY>>>>>>>>>>>>>>>> EMAIL jsarsfield@scoe.org (Payroll)
tpham@scoe.org (Payroll)
OR sgraves@scoe.org (Vendor/AP)

NEW BANK ACH IN ESCAPE >>>>>>>>>>>>>>>>> carend@scoe.org, jliu@scoe.org
(Send voided check with account number
blanked out, only need routing number to
set this up)

**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.