DATE: **August 23, 2022**

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 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 >> APY WARRANTS – PRODUCTION	**SCOTT GREENWOOD - 524-2612**
CANCELLATION OF VENDOR/AP CHECKS >>>>	*****SARAH GRAVES- 524-2646**
GARNISHMENTS >>>>>>>>>>>>>>>>>>>> (IRS, FTB, CHILD SUPPORT, ETC.)	**JANELLE SARSFIELD - 524-2649 THUAN PHAM – 524-2636**
PURCHASE ORDERS TO SCOE >>>>>>>>>>	**DEPARTMENT PROVIDING SERVICE**
WIRE TRANSFERS >>>>>>>>>>>>>>>>>>	**EMAIL jsarsfield@scoe.or 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.***