

## BUDGET NEWS

**September 2022**

### Purchase Order Approvals

Please remember requisitions submitted for special populations will be approved by that department **before** sending to purchasing. Please view the chart below.

PIC	DESCRIPTION	DEPT APPROVAL
21	GT	ENRICHMENT PROGRAMS
22	CTE	CTE
23	SPED	SPED
24	ACCELERATED EDUCATION	TITLE I
25	BILINGUAL	BILINGUAL
26	AEP SERVICES	TITLE I
28	DAEP BASIC SERVICES	TITLE I
29	DAEP SCESC	TITLE I
30	COMPENSATORY EDUCATION	TITLE I

### For Your Information ...

- The calendar for Budget Transfer Deadlines can be found in the [Budget-Document Center](#).
- Registration is still open for the next B.O.S.S Training for New Campus and Department Administrative Personnel. If you are an experienced admin and would like additional training, please email [helen.morales-perales@fwisd.org](mailto:helen.morales-perales@fwisd.org).
- New this school year: **NO MORE ROLL-UP CODES.** What you see is what you have! A budget transfer may be required. 😊

### Need to Know

When purchasing food/snacks please identify **sub-object with OFD** (ex.:199-xx-xxxx-**OFD**-LOC-xx-xxx-000000). Before food/snack requests are submitted please ensure sufficient funds are available within your budget. Breakfast purchases are not allowed. This does not apply to grant funding.

If the budget number has not been previously used, please request budget number to be strung through [Budget Department String](#). Please be mindful as to how many requests for food/snacks are submitted per school year.

### 2022-2023 B.O.S.S Training Dates

This will be for New Department & Campus Admin/Support staff only.

**Class Time:** 8:30am -12pm

**Location:** TLC Room 9

**Dates :** Wed Oct. 12

Wed Nov. 16

Wed Dec. 14

All participants must have Munis access and a fully charged laptop.

### Account Component Handbook

The 2022-2023 handbook has been posted in the Document Center.



### Munis Access

If you do not have Munis access or you're having trouble with the following: **KRONOS, Versatran, Munis**, please reach out to Business Intelligence through Let's Talk. [click here](#) then click Munis Access/Questions.



## Budget Transfer

To ensure each purchase is in line with the District's objectives/goals, please provide detailed justification for **all** budget transfers. If additional space is needed, please use the "additional description" tab at the bottom of the Budget Amendment Detail Lines page. Attach any supporting documentation that may assist with justification. Transfers will be **rejected** if comment/justification is not entered. Please enter the Fund in Reference 1 field. This will help expedite the approval process. Please contact Budget if you have any questions.

## Grant Closeout

Please work with Grant Accountants (Financial Services) to begin grant closeout for all grants that will end 9/30/2022. If you have questions regarding allowable/unallowable expenses, please email your Grants Project Development Specialist or Cynthia Sherk in the Budget Department.

## Budget Tips

- Due to high volume of budget transfers, please allow up to 48 hours for approvals.
- Remember to run Year-to-Date budget reports for your campus and/or department on a weekly basis.

## Reminders.

- For functions 12-61**, please remember to use **Program Intent 99**, unless campuses and or departments are instructed by the Budget Department to use assigned Program Intent Codes.
- Budget transfers for special populations can only be within the same program intent.

## Budget Contacts

Carmen Arrieta-Candelaria CFO	817-814-2103
Patricia Young Executive Director of Budget	817-814-2177
Diana Santos Budget Manager  Position Control	817-814-2172
Cynthia Sherk Budget Manager Special Revenue	817-814-2176
Helen Morales Specialist I Special Revenue	817-814-4179
James Nevins Specialist V	817-814-2173
LaToria Powell Budget Analyst	817-814-2165
Margie McBain Coordinator	817-814-2101

Congratulations Dr. Angelica Ramsey



FWISD's New Superintendent

## Other Helpful Numbers

Payroll	4-2180
Purchasing	4-2200
Financial Services	4-2141
Accounts Payable	4-2120
Budget	4-2170
Information Systems	4-2270
Grants & Development	4-2280

