

“ONBOARD” CHECKLIST FOR NEW PRINCIPALS

The completion of the following items will help ensure a smooth transition in your new position. Congratulations and we look forward to working with you!

✓	ITEM DESCRIPTION	CONTACT
	<p>1. <u>BANK SIGNATURE FORM</u> Contact Manager, Local School Accounting to complete a new Bank of America signature form for the school’s Checking Account. This form must have at least two (2), but no more than three (3), signers on the account.</p>	<p>Catherine Strudthoff Brown 770-426-3313 catherine.strudthoff@cobbk12.org</p>
	<p>2. <u>DELEGATION OF APPROVAL AUTHORITY</u> Approval of purchases up to \$1,000.00 may be delegated by the Principal to another school administrator or department head. This delegation of approval authority must be documented in writing and maintained in the school’s financial records.</p>	<p>School Bookkeeper</p>
	<p>3. <u>SCHOOL SAFE</u> Contact your school’s Bookkeeper or Local School Accounting for assistance in programming your access to the primary school safe.</p>	<p>School Bookkeeper Local School Accounting 770-426-3305</p>
	<p>4. <u>OUTSTANDING INVOICES</u> Visit with the school Bookkeeper to determine what invoices may be currently outstanding. This should include outstanding invoices to be paid from local school funds or County allotted funds, as well as, payments due to the District.</p>	<p>School Bookkeeper Tom Marshall 770-590-4580 thomas.marshall@cobbk12.org</p>
	<p>5. <u>EQTRANSFER</u> Contact the Warehouse/Business Services to ensure appropriate users (Local Asset Coordinators) are set up for year-round entry and approval of asset transfers to- or from- your school.</p>	<p>Darcy Snelling 770-514-3850 darcy.snelling@cobbk12.org</p>
	<p>6. <u>BUDGET ALLOCATION MANUALS</u> Contact your school Bookkeeper or Budget Services for questions regarding your school’s budget allocations.</p>	<p>School Bookkeeper Becky Beck 770-590-4552 becky.beck@cobbk12.org</p>
	<p>7. <u>GRANT PROGRAMS</u> Contact the Research and Grants Manager in Accountability and the school Bookkeeper to determine what grant programs are assigned to the school, including the appropriate use of grant funds and any pending grant applications. Any grant award over \$10,000, or grant awards that pay for salaries or travel, must be communicated to the Research and Grants Manager in Accountability, as well as grant personnel in Accounting Services.</p>	<p>Cindy Nichols 770-426-3450 cynthia.nichols@cobbk12.org Beth Atkinson 770-426-3325 beth.atkinson@cobbk12.org Karen Meeks 770-590-4538 karen.meeks@cobbk12.org</p>
	<p>8. <u>PROCUREMENT CARDS</u> Visit with the school Bookkeeper to identify all P-cards assigned to the school. Contact Procurement Services to request new cards and to cancel cards not needed.</p>	<p>Lorri Latif 770-426-3365 lorri.latif@cobbk12.org</p>
	<p>9. <u>PURCHASE ORDER APPROVAL AUTHORITY, MICROSOFT OUTLOOK, FINANCIAL PORTAL, ACADEMIC PORTAL SOFTWARE</u> Contact Technology Services to request access to these software applications.</p>	<p>Customer Service Help Desk 770-426-3330</p>
	<p>10. <u>FINANCIAL SERVICES UNIVERSITY</u> All CCSD Financial Procedures may be found on the District’s Financial Services University website.</p>	<p>Log on to www.cobbk12.org, Select <i>Employees</i>, Select <i>Financial Services University</i></p>