

“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 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><u>Other Bank/Investment Accounts</u> It is the Principal’s responsibility to contact other financial institutions to update signature authority on savings accounts, Money Market accounts, CDs, etc. Please visit with your school’s Bookkeeper to identify these accounts. Financial Services does not update these signature forms.</p>	<p>Sindy Newcomer 770-426-3305 sindy.newcomer@cobbk12.org</p>
	<p>2. <u>Delegation of Approval Authority</u> Approval of purchases up to \$250 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 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 Property Control 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>Tim Conner 770-590-4517 timothy.conner@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 Office of Accountability – Grants & Research 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 Grant personnel in Accounting Services.</p>	<p>Natalie Feller (Accountability) 770-426-3450 natalie.feller@cobbk12.org Shelly Polston-Hall 770-429-5845 shelly.polston@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>Dale Waldron 770-426-3365 dale.waldron@cobbk12.org</p>
	<p>9. <u>Purchase Order Approval Authority, Microsoft Outlook, Financial Portal, Academic Portal and FETCH 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>