



MEETING OF: July 8, 2014

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TITLE: Authorize Change Fund for Payroll for FY 2014-2015

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ITEM #: 12

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Information:

Study:

Action: X

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PURPOSE:

To authorize a Payroll change fund.

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DESCRIPTION AND JUSTIFICATION:

Change fund of \$25.00 will be maintained by Payroll for making change for printing duplicates of paystubs and W-2 forms.

Karla Soto will answer any questions

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BOARD POLICY CONSIDERATIONS:

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LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

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Legal Advisor Signature (if applicable)

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BUDGET CONSIDERATIONS:

\_\_\_\_\_ District Budget  
\_\_\_\_\_ State/Federal Funds  
\_\_\_\_\_ Other

Budget Cost      Budget Code

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Budget Certification (for use by Office of Financial Services only):

Date

I certify that funds for this expenditure in the amount of \$ are available and may be:

Authorized from current year budget

Authorized with School Board approval

Code:      Fund:

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INITIATOR(S):

Karla Soto, Chief Financial Officer		6-23-14
Name	Title	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:
<a href="#">Click to download</a>
No Attachments Available