We are excited to launch the first edition of *ACPS Bookkeepers’ Digest* - a monthly publication consisting of important information, tools, tips and action items for our school division’s bookkeepers! Our primary goal is to utilize this publication as another catalyst of communication for everyone involved in the procurement process.

Building Connections 2019 gave us an opportunity to meet and share in great dialogue about the varying entities involved in the procurement process. Click [here](#) to access all of the information presented during Building Connections for your records.
November 8 noon            November Mid-Month Temps and Subs
November 8                 All leave entries updated end-of-day
November 14                November End-Of-Month All Employees
December 6 noon            December Mid-Month Temps and Subs
December 16                December End-Of-Month All Employees

IMPORTANT PAYROLL INFO:

Hello, Timekeepers!

The ACVA Payroll Division would like to remind you of a couple payroll-related items:

The Transaction Entry deadlines through the end of the year are as follows:

- November 8 noon            November Mid-Month Temps and Subs
- November 8                 All leave entries updated end-of-day
- November 14                November End-Of-Month All Employees
- December 6 noon            December Mid-Month Temps and Subs
- December 16                December End-Of-Month All Employees

As the County transitions to using Kronos for Time and Attendance, please remember that, as always, paychecks can only be as accurate as the information we receive from you. Please help users understand the importance of verifying timecards are accurate before they are approved by Employees and Supervisors, then signed off by Timekeepers.
ACCOUNTING NEWS:

- Deadlines for October close – we are aiming to close October by Friday, 11/8:
  - Outside billings are due to Michele Shifflett by Wednesday, 11/6.
  - Adjusting/correcting JEs for October are due Thursday, 11/7.

- Employee reimbursements deadline is Friday, 11/15, to make the November paydate.

- Accounting will be sending out an FAQ on employee reimbursements very soon.

- Requests to pay individuals, sole proprietors or independent contractors FOR ANY SERVICE must be accompanied by an independent contractor checklist AND a substitute W-9. Payments will be delayed without these forms. Both forms are available in the Document Center on the Purchasing Division’s website: https://ia2010.albemarle.org/Purchasing/SitePages/Home.aspx.

- Reminder: No wages or employee benefits may be paid through BSO or Works.

HOLIDAY CHECK RUN SCHEDULE: There will be NO check run during the week of Thanksgiving, 11/25-11/27.
Albemarle County has obtained Amazon Business Prime! If you or your department currently have an Amazon Prime subscription that you are paying for, it will be cancelled and credited back to the P-Card. You will receive an email with this information on the credit to submit with your transaction. We will also have two webinar training sessions for bookkeepers/office associates/reconcilers and one for managers/department heads/approvers.

The benefits of the Amazon Business account are that the membership will no longer come from your budget, it will release your individual and department cards from being charged giving you more available credit for other purchases and they will charge the MCC cards (much like how Office Depot works).

The Amazon Business Prime account is set up with many benefits such as two-day shipping and tax exemption for items sold by Amazon.com LLC and participating 3rd party sellers, although it will allow for tax restrictions to be ordered from non-participating sellers if approved. Another benefit is that it will allow you to purchase over $5,000 orders under the US Communities Cooperative Contract without obtaining three quotes (you will still need to obtain the proper documentation through purchasing).

During the training you will learn the work flow of the account, more about the US Communities Contract, and how it works. We have put together a Policies and Procedures around the Amazon Business account that will be sent out soon. We look forward to a successful program that will meet your needs and streamline the process more efficiently.
What should you do if you have questions or need more info?

So glad you asked! If you have questions that you would like to have answered in next month's publication and/or a specific topic you would like to have addressed in next month's publication, click here to submit your question(s) and/or request(s).

Need more immediate assistance? Don't hesitate to contact any of the persons / departments listed below for your specific needs.

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