




BULLETIN

SUBJECT: Funding Required for Personnel Expenditure Requests 2019-20 NO. BS - 21
TO: All Administrators
DATE: November 15, 2019
PREPARED BY: Rose Ramos, Chief Business Officer **DEPARTMENT:**
REVIEWED BY: Cancy McArn, Chief Human Resources Officer **APPROVED:** 
Rose Ramos,
Chief Business Officer

The purpose of this bulletin is to remind Administrators that all expenditures (personnel and non-personnel) must have a funding source. Confirming sufficient funding and permissible use of funds for all expenditures, ensures that the District is in compliance with the approved adopted budget. Expenditures that are not included in the approved adopted budget will result in increasing the deficit which further impairs the District's fiscal status. The District's current process for reviewing and approving both personnel and non-personnel expenditures is completed by the Purchasing Review Committee (PRC). This committee also includes the Sacramento County Office of Education's appointed Fiscal Advisor who is responsible for reviewing and approving expenditures per Ed Code 42172(d).

Therefore, to prevent any delays, please provide a funding source (budget code) on all submitted documents that is sufficient and allowable for the requested (non-personnel and personnel) expenditure.

If you have questions regarding your site or department budget codes and available funds, please contact your fund specialist:

Adriana Avitia	643-7868
Chris Andrusyna	643-7845
Merilee Carrasco	643-7869
Gloria Chung	643-9408
Steven Haskins	643-7856
Holly Hu	643-7861
Stella Reyes	643-7867
Meuy Saechin	643-7845
Tiffany Snowdon	643-7852
Jerry Uhl	643-7865

For questions regarding the PRC review process or the status of your expenditure request, please contact Business Services at 643-9055.