

## Business Services

### Service, Training, Answers, Reliable Resources (STARR) Team Requests

Employee Name: \_\_\_\_\_ Site/Dept.: \_\_\_\_\_ Phone: \_\_\_\_\_

Select one or more topics of interest listed for you or your site to receive training.

#### Accounting Services

- Managing outstanding requisitions
- Petty cash Reconciliation
- Petty cash reimbursements/policy
- Student Activity (school fund raisers) Accounting/Reimbursement

#### Budget Services

- Attendance accounting
- Budget report monitoring
- Escape requisition budget coding process
- Special projects monitoring

#### Central Printing Services

- Reproduction services

#### Contracts Office

- Contract process

#### Payroll Services

- Absence leave batch reporting
- Time sheet reporting

#### Purchasing Services

- Escape requisition process
- Supplies ordering

#### Risk Management/Employee Benefits

- Disability Management/Worker's Compensation
- Mandated training for COVID-19
- Waste Removal/Safety

#### Other Requests

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Email this form to [Victoria-Mena@scusd.edu](mailto:Victoria-Mena@scusd.edu) or mail to Business Services, Box 800.  
If you have questions, call Victoria Mena at x439055