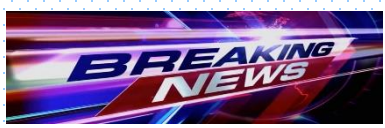


As we approach the end of the school year, the Business Services Department invites you to read a few year end notifications that will help you through the final days. We will continue to work hard through the Summer to close out the Fiscal Year and get ready for a July return.

We are pleased to be able to have shared information with you this year that we hope you found relevant, useful and maybe even a little fun!

Have a Happy and Safe Summer.



ivisions Purchase Requisition Dates

REVISED FY 2017/2018 Purchase Requisition Entry Deadline: **May 11, 2018**

FY 2018/2019 Purchase Requisition entry will begin: **May 21, 2018**

Last Day for Warehouse Orders: **May 31, 2018**

Last Day to use Blanket Purchase Orders: **June 15, 2018**

All items must be received on 2017/2018 P.O.'s: **June 29, 2018**

Please send all invoices promptly to Accounts Payable

Tempe Union High School District

Business Briefs

Payroll Ponderings

Effective July 1, 2018 (start of the 2018/2019 Fiscal Year), school districts must provide employee paychecks within seven (7) business days of the end of each pay period. TUHSD pays bi-weekly which means two (2) work weeks are paid on each payroll.

Since the TUHSD work week is Sunday through Saturday, the seventh (7th) business day following the end of the work week falls on a Tuesday. Therefore, the new pay date beginning 2018/2019 Fiscal Year will fall bi-weekly on Tuesdays.

Currently, our pay dates fall on Fridays, the tenth (10th) business day following the end of the work week. With this change the new pay date will be three (3) days earlier than past practice. Direct Deposit will post to employee accounts on the pay dates.

Technology Bytes

This Summer TIIS will be re-imaging all students computers and moving them to a single domain. This means that it will be easier for Instructors and Students to share GoogleDocs.

Please remind Students that their **S Drive** will be cleared by **June 15, 2018**.

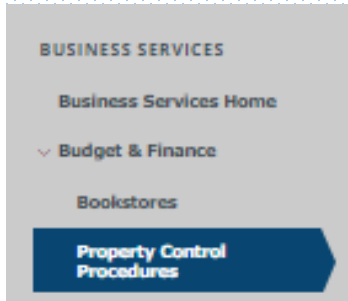
TIIS will be migrating Synergy to EduPoint's hosted solution, meaning TUHSD will no longer host our SIS. EduPoint's servers are part of Amazon's large data warehouse. This migration is scheduled on **July 13 – July 15, 2018**. During that time there will be no access to Synergy. More information and reminders will be sent as these days approach.

Since August 7, 2017 TUHSD employees received 4.8 million emails. During this time, 5.7 million SPAM emails were blocked from reaching our servers.

Inventory Control

End of Year – Equipment Disposal

Did you know that the end of the year is a good time to dispose of obsolete or broken equipment? Disposing of these items at the end of the school year will reduce the amount of clean-up needed when you return from Summer Break.



PROPERTY CONTROL PROCEDURES CONTACTS

Tyneshia Johnson
 Property Control Specialist
tyjohnson@tempeunion.org
 (480) 839-0292 x13021

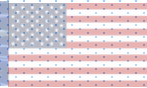
[Equipment Disposal Form](#)

If you have items to dispose of, complete the disposal form located on the TUHSD Website and have it signed by your administrator. The form must be returned to Ty Johnson, Property Control Specialist, via inter-office mail or email at tyjohnson@tuhsd.k12.az.us.

DO NOT THROW AWAY OLD EQUIPMENT. Notify your Plant Foreman when you have items to dispose of. The District Office Warehouse staff will pick-up all disposal equipment.



Nutrition Nibbles



Picnic and Grilling Food Safety Tips

- ★ Foods that need to be kept cold include raw meat, poultry, and seafood; deli and luncheon meats or sandwiches; summer salads (tuna, chicken, egg, pasta, or seafood); cut up fruit and vegetables; and perishable dairy products.
- ★ Use separate cutting boards and utensils for raw meat and ready-to-eat items like vegetables or bread.
- ★ Use a food thermometer to make sure meat and poultry are cooked thoroughly to their safe minimum internal temperatures: beef, pork steaks, roasts, chops 145 °F with a 3 minute rest time, Ground meats: 160 °F. Whole poultry, poultry breasts, & ground poultry: 165 °F
- ★ Always use a fresh, clean plate and tongs for serving cooked food. Never reuse items that touched raw meat or poultry to serve the food once it is cooked.
- ★ Perishable food should not sit out for more than two hours. In hot weather (above 90 °F), food should NEVER sit out for more than one hour.
- ★ Serve cold food in small portions, and keep the rest in the cooler. After cooking meat and poultry on the grill, keep it hot until served – at 140 °F or warmer.
- ★ Keep hot food hot by setting it to the side of the grill rack, not directly over the coals where they could overcook.

Purchasing Power

Print Shop Ordering Tips

- Logon to the Print Shop via TUHSD Website
- Login with Google or User Name and Password
- Click on Profile on the Blue Bar to Set your Default Location
- You can also Edit your Profile, if necessary, at this point
- Review and Select your Order
- Hardcopy Orders: Please remember to send the Hardcopy to the Print Shop and follow up to make sure it was received.
- You can also Scan and Submit the Order as an Electronic Order.



If you have any questions please contact Marc Alberti at (480) 345-3771 or via email at: malberti@tuhsd.k12.az.us.

Thanks for using the TUHSD Print Shop for your printing needs. We appreciate your business!