



It's a new school year and with that come new challenges, goals, and achievements. The Business Services Departments are available to guide you through some of the everyday and/or not so everyday happenings that may come up. This newsletter shares some tidbits and useful information to help you along the way. Thank you to all staff, students, and the community for your continued support. Stay safe, healthy, and welcome to the 2021/2022 school year!



## RETIREMENT WAY

There is no time like the present to start building your financial future. Enrollment in a 403(b) or 457(b) plan through AIG Retirement Services (in addition to your ASRS Retirement Account) puts you in charge of setting money aside to shape the retirement you envision. Even small amounts add up over time. AIG representatives have the knowledge to educate and enroll you into a savings strategy that works for you. If you are already enrolled, AIG has financial advisors available to go over your specific needs, answer questions, and guide you towards your retirement goals.

AIG representatives will begin fall webinars and visits to campus sites. Additional information will be forthcoming.

## AP Check Requests

Accounts Payable check runs are every Thursday. In order to have a check processed, Accounts Payable requires all information (purchase order number, invoice, and approval to pay) no later than Tuesday afternoons.

Please note on the invoice if a check is required to be processed the same week.

## Payroll Ponderings

**Direct Deposit Update:** You will now receive an automated email if your direct deposit account has been updated in the payroll system. If you are a new employee signing up for direct deposit or you have made a direct deposit change through the iVisions portal, this email will confirm that the payroll team has taken action to process your request. However, if you did not take any action to make a change to your direct deposit account and you receive an email, contact the Payroll Team immediately at [dopayroll@tempeunion.org](mailto:dopayroll@tempeunion.org).

Please know that when you add or change your direct deposit accounts, you will receive a live paycheck for at least one and sometimes two pay days while your data is being electronically verified. While we understand this is often inconvenient, know that it is a step we use to ensure you are not negatively impacted by human error.

\*New timekeeping system coming in the early part of 2022! More information will be sent out as we begin the implementation and training phases. A special thank you to those who participated in the RFP process! Your insight and input were an [in]valuable asset in the selection process.



## Inventory Control



TUHSD has a specific process in place for disposing of, or transferring all District property; big to small, unused or damaged, and everything in between!

1. Complete the Equipment Disposal Form: [tempeunion.org/prop-control-procedures](http://tempeunion.org/prop-control-procedures); fill in all of the spaces and add additional information or comments as necessary.
2. Have the Department Lead and Principal/DO Supervisor sign the form.
3. Scan/email the completed form to Monique Piccolo [mpiccolo@tempeunion.org](mailto:mpiccolo@tempeunion.org) or send via interoffice mail.
4. Once approved, you will be copied on an email showing approval and informing your plant foreman and DO warehouse staff of the items ready for pick-up. They will work together to remove the item(s) from the sites.

***That's it! If you have any questions please reach out to Monique via email or on ext. 13021.***

# Purchasing Power



## Vendors

A vendor is a company or person(s) providing goods or services in return for payment which is agreed upon in writing prior to receipt of the goods or services.

A vendor is paid on some basis other than as an employee receiving wages. If a campus or department obtains goods or services pursuant to an agreement or Purchase Order, regardless of whether they are being provided by a former student, a former employee, a relative or company, the provider is a vendor. All vendors must complete required documents through TUHSD's Purchasing Department prior to approval.

There are two different types of vendors:

- **Off-Site Vendor:** Vendors who are only providing products and goods that are delivered to the sites.
- **On-Site Vendor:** Vendors who are providing on-site agreement services and who will be in direct contact with students. On-site vendors must provide fingerprint clearance (per the specifications listed in Fingerprinting Requirements) in addition to all other required documents.

## Fingerprinting Requirements

A fingerprint clearance card is required for non-certified personnel and personnel who are not paid employees of the District; who are not either a parent or the guardian of a student; and who are allowed to provide services directly to pupils without the supervision of a certified employee.

In accordance with ARS 15-512 (H), all individual contractors, sub-contractors and vendors who provide services and have direct unsupervised contact with students on District property must be fingerprinted. This includes all employees of a business providing a service to our District as a vendor or subcontractor that will be unsupervised with students. Students that work for a company are exempt from fingerprinting requirements unless they are 18 years of age.

It is the responsibility of the vendor to start the process of obtaining an Arizona Department of Public Safety (DPS) fingerprint clearance card which is paid by the vendor along with other required documentation. Please be aware that it may take DPS up to 6 weeks or longer to process applications for fingerprint clearance cards.

Business Briefs

## Nutrition Nibbles

*USDA extends waiver that allows all students to be fed FREE meals, both breakfast and lunch every school day! School meals are healthy and convenient and have many benefits.*

**Academics:** Students who eat full, nutritious meals like the ones provided by the school for breakfast and lunch have:

**Improved cognitive function \* higher test scores \* better attention spans**

**Behavior:** Behavior can also change for the better when students eat breakfast and lunch that meets their nutritional needs:

**Better classroom behavior \* fewer absences \* improved mood**

**Benefits:** Even though school meals are free this year it is still important for families to complete a meal application for the many other benefits and discounts available to students and families:

**P-EBT benefits \* school funding \* reduced testing fees \* free or discounted fees for programs and services \* college application fee discount**

**Health Benefits:** School meals must meet federal nutrition standards and provide the recommended levels for key nutrients:

**Less fat \* sugar and sodium \* increased whole grains \* more fruits and vegetables**