



**OKALOOSA COUNTY SCHOOL DISTRICT  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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FINANCE TAM: 2004-007  
CONTACT: Debbie Bruce, Specialist  
Budgeting & Financial Services  
TELEPHONE: 833-7634

TO: All Principals  
FROM: Rita Scallan, Director - Finance  
DATE: September 25, 2003  
SUBJECT: Training for New Employees

Our Department is committed to offer your school the training that is necessary for new employees to effectively handle their new job responsibilities.

If you have a new employee handling any of the following responsibilities, please notify Debbie Bruce, Specialist, at 833-7634:

1. Payroll Reporting
2. Finance Budget / Purchase Orders
3. Internal Funds

Once your school notifies Ms. Bruce, she will coordinate and schedule the necessary training for your new employee.

Thank you.

C: Superintendent  
Cabinet Members