



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

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FINANCE TAM: 2008-018  
CONTACT: Elementary - Paula Sadler, Accountant  
All Others – Julie Perry, Accountant  
TELEPHONE: Paula Sadler – 833-5833  
Julie Perry – 833-5850

**TO:** School Principals  
**FROM:** Debbie Bruce, Director  
Budgeting and Financial Services  
**DATE:** September 28, 2007  
**SUBJECT:** Position Verification

Attached please find a PDF file of your school's Position Master Detail (RB802) which lists each position at your school. ***It is very important this information be verified for accuracy since this data is reported to the Department of Education.*** The Budgeting Department also uses this report to balance your school's positions which have been purchased through your Salary Menu (MIS 3382) and Dashboard (OASIS).

Please verify the following information on the Position Master Detail:

1. Employee Job Title
2. Employee Hours
3. Employee Funding
4. Number of Positions

If any of the above information is *incorrect*, please write the correction(s) on the Position Master Detail and complete the following transaction(s) on Dashboard:

1. Select *To Create a New Transaction – Click Here*
2. Select *Type of Transaction Needed*:
  - a. *Change of Hours/Title*
  - b. *Change in Funding*
  - c. *Cash-in Vacated Position*

Please sign and date the Position Master Detail on the first page, make a copy for your records, and send the original to Finance by October 31, 2007. Should you have any questions or need additional information, please contact Paula Sadler at 833-5833 (elementary schools) or Julie Perry at 833-5850 (all other schools).

Attachment

C: Executive Staff  
Budget Bookkeepers  
Human Resources