



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

FINANCE TAM: 2008-046
CONTACT: Alice Shannon
TELEPHONE: 833-5832

TO: All Principals and Department Heads
FROM: Melissa Jones, Director of Accounting & Financial Reporting
DATE: June 4, 2008
SUBJECT: State Records Request Reimbursements

A handwritten signature in cursive script, appearing to read "m. Jones", written over the printed name of Melissa Jones.

The State of Florida, along with most other governmental agencies, has implemented cost saving measures and will no longer include a copy of the invoice with the check transmittal for Records Request Reimbursements. This invoice provided Finance with the necessary information in identifying the cost center that would be receiving the credit.

To be sure that your cost center receives the credit, you will need to *forward a copy of the invoice* to the Finance Department, attention Alice Shannon. Please remember to do this as soon as possible so your school can get the credit; otherwise if Finance receives a payment and cannot identify which school it belongs to, we will have to record it as "miscellaneous revenue".

C: Executive Staff Members
Bookkeepers - Internal and Budget
Guidance Counselors