



SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE

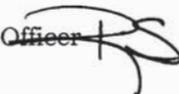
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FINANCE TAM: 2016-014

CONTACTS: Paula Sadler, Budget Analyst  
Jason Lulue, Budget Analyst  
Cindy Harris, Accountant  
Budgeting & Financial Services

TELEPHONE: 833-5833 (Paula), 833-5828 (Jason), or  
833-5821 (Cindy)

TO: School Principals & Department Heads

FROM: Rita R. Scallan, Chief Financial Officer 

DATE: September 17, 2015

SUBJECT: Position Verification

Attached please find your Position Master Detail (RB802) Positions By Job Title and Positions By Project and Job Title reports. ***It is very important this information be verified for accuracy since this data is reported to the Department of Education.*** The Budgeting & Financial Services Department also uses this report to balance your center's positions.

**Positions By Job Title Report**

This report lists each position at your center. Please verify the following information for these positions:

- Employee Job Title and Employee Hours
- Number of Positions by Job Title

**Positions By Project and Job Title Report**

This report lists each position at your center currently funded through the following specific projects. Please verify that the funding is appropriate for the job.

- |                           |                                   |
|---------------------------|-----------------------------------|
| • CSR – Secondary Math    | • IB                              |
| • SAI – Secondary Reading | • IB – Academically Disadvantaged |
| • Workforce Development   | • Title I                         |
| • AICE                    | • IDEA                            |
| • AP                      |                                   |

If any information is *incorrect*, please write the correction(s) on the appropriate report and enter the changes on OASIS. **Please sign and date both reports on the first page, make a copy for your records, and return the originals to Budgeting & Financial Services by Friday, October 9, 2015.**

Should you have any questions or need additional information, please contact Paula Sadler at 833-5833, Jason Lulue at 833-5828, or Cindy Harris at 833-5821.

Attachment

cc: Executive Staff  
Budget Bookkeepers  
Human Resources