

Rev. 6/09

DATES YOU SHOULD KNOW

The Information in this Section includes:

- Warehouse delivery dates
- District mail and money deposit pick up information
- Print Shop materials delivery schedule
- Purchasing/Payroll cutoff dates
- Time and Attendance cutoff dates
- Payroll dates
- School time schedules
- Summary of various reports due to the District offices

DISTRICT MAIL/MONEY DEPOSIT PICK UP:

District mail will be picked up and delivered on a daily basis. The district delivery person will also pick up deposits for lunch money and regular school money deposits. The pick up times are rigidly scheduled so the delivery person can get to all the schools. Please have the money deposits ready, the delivery person will not be able to wait for the deposit.

This service will be extended beyond the end of the traditional school year. If you have questions about the time schedule and procedures for the money pick up, call Marlin McKinney at 717-4741.

During the summer district mail will be delivered daily to year-round schools. Traditional schools in the north end of the district will receive district mail on Tuesday and Thursday of each week; schools in the south end of the district receive mail on Monday and Wednesday of each week.

DELIVERY OF MATERIALS FROM DISTRICT PRINT SHOP

All printed materials that have been ordered by a school will be packaged and sent to that school through the district mail. If you request to pick up your printing personally, please call before coming to insure it is ready for you.

Before the Print Shop closes every afternoon, all packages are taken to the mail room. Packages are delivered daily.

Mail Routes and Deliverers for the 2009/2010 School Year Include:

DISTRICT MAIL ROUTE DIVISIONS				
ROUTE ONE WENDY/BLUE	ROUTE TWO MIKE/YELLOW	ROUTE THREE MARK/RED	ROUTE THREE MARLENE/RED	ROUTE FOUR KATHY/GRAY
Aspen	Lindon Offices	Lone Peak	Shelley	District Office
Bonneville	ATEC	Cedar Ridge	AF Junior	Lehi Elem.
Orem Junior	Transportation	Deerfield	Legacy	Willowcreek
Geneva	Lindon	AF High	Mt. Ridge	North Point
Suncrest	Rocky Mt.	Forbes	Alpine	Harvest
Mt. View	Oak Canyon	Greenwood	Timberline	Cedar Valley
Orem Elem.	Northridge	Barratt	Westfield	Eagle Valley
Vineyard	Windsor	Dan Peterson	Ridgeline	Hidden Hollow
East Shore	Timpanogos	Mt. Mahogany	Highland	Pony Express
Summit	Orchard	Manila	Freedom	Westlake
Lakeridge Jr.	Canyon View	Grovecrest	Lehi Junior	Saratoga Springs
Westmore	Foothill	PG Junior	Sego Lily	Sage Hills
Cherry Hill		Central	Lehi High	Snow Springs
Hillcrest		PG High	Eaglecrest	Meadow
Scera Park		Valley View	Fox Hollow	
Orem High				
Cascade				
Sharon				

2009-2010 WAREHOUSE DELIVERY SCHEDULE

Daily warehouse deliveries as per schedule listed below:

Monday	Sage Hills Elementary Saratoga Shores Elementary Pony Express Elementary Hidden Hollow Elementary Eagle Valley Elementary Cedar Valley Elementary	West Lake High Harvest Elementary Willowcreek Middle Snow Springs Elementary Meadow Elementary Lehi Elementary
Tuesday	Deerfield Elementary Cedar Ridge Elementary Lone Peak High Alpine Elementary Timberline Middle School Westfield Elementary Ridgeline Elementary	Lehi High SegoLily Elementary Lehi Junior High Freedom Elementary Eaglecrest Elementary Fox Hollow Elementary North Point Elementary
Wednesday	Highland Elementary Mountain Ridge Junior Legacy Elementary American Fork Junior Shelley Elementary Forbes Elementary Greenwood Elementary	American Fork High Barratt Elementary Dan Peterson Mount Mahogany Elementary Manila Elementary Grovecrest Elementary Pleasant Grove Junior
Thursday	Central Elementary Pleasant Grove High Valley View Elementary Northridge Elementary Windsor Elementary Timpanogos High Orchard Elementary	Oak Canyon Junior Rocky Mountain Elementary Lindon Elementary Aspen Elementary Bonneville Elementary Orem Junior Geneva Elementary Suncrest Elementary
Friday	Vineyard Elementary East Shore High Summit Mountain View High Orem Elementary Lakeridge Jr. High Westmore Elementary Cherry Hill Elementary	Canyon View Junior Foothill Elementary Sharon Elementary Cascade Elementary Orem High Scera Park Elementary Hillcrest Elementary ATEC

PURCHASING CUTOFF DATES
(With Respect to Budget and End of Fiscal Year)

Warehouse Orders

The cutoff date for the year will be during June. The warehouse will then close for inventory count and will not reopen until after July 1. Each year the warehouse will notify you of this cutoff date.

Out-of-Area Purchase (i.e., items that cannot be picked up)

Cutoff day is the first Friday of May to allow adequate time for goods to be received and paid for by June 30.

In-Area Purchase (i.e., items that can be picked up)

Cutoff day is the second Friday of June. Again, adequate time is needed so goods can be paid for by June 30.

Budget Category Changes

Budget changes in program budgets for the fiscal year can be made up to May 1 of that fiscal year. The final legal budget is set shortly after this time, making changes any later is very difficult.

SCHEDULE OF ACCOUNTS PAYABLE CHECKS

<u><i>Cut Off</i></u>	<u><i>Checks Mailed</i></u>	<u><i>Cut Off</i></u>	<u><i>Checks Mailed</i></u>
July 6, 2009	July 10, 2009	Jan 4, 2010	Jan 8, 2010
July 20	July 23	Jan 19	Jan 22
Aug 3	Aug 7	Feb 1	Feb 5
Aug 17	Aug 21	Feb 16	Feb 19
Aug 31	Sept 4	Mar 1	Mar 5
Sept 14	Sept 18	Mar 15	Mar 19
Sept 28	Oct 2	Mar 29	Apr 2
Oct 19	Oct 23	Apr 12	Apr 16
Nov 2	Nov 6	May 3	May 7
Nov 16	Nov 20	May 17	May 21
Nov 30	Dec 4	May 31	June 4
Dec 14	Dec 18	June 14	June 18
		June 21	June 25

Cut off for invoices, purchase orders, mileage reimbursement, reimbursements, etc. is Monday 5:00 p.m. prior to check runs. Checks are run the 1st and 3rd Fridays of each month.

PAYROLL CUTOFF DATES

Time and attendance cutoff date, for the end of the fiscal year is approximately the middle of June. Payment for work after the cutoff constitutes an expenditure in the next fiscal year.

TIME & ATTENDANCE

T & A

CUT OFF DATES:

Fri. July 3, 2009
Fri. Aug. 7
Fri. Sept. 4
Fri. Oct. 9
Fri. Nov. 6
Fri. Dec. 4
Fri. Jan. 8, 2009
Fri. Feb. 5
Fri. Mar. 5
Fri. Apr. 2
Fri. May 7
Fri. May 28
Fri. June 4
Fri. July 2
Fri. Aug. 6

SECRETARY ENTRY

CUT OFF DATES:

Mon. July 6, 2009
Wed. Aug. 12
Wed. Sept. 9
Mon. Oct. 12
Wed. Nov. 11
Mon. Dec. 7
Wed. Jan. 13, 2010
Wed. Feb. 10
Wed. Mar. 10
Wed. Apr. 14
Wed. May 12
Last Day of School
Wed. June 9
Wed. July 7
Wed Aug. 11

ADMIN. APPROVAL

CUT OFF DATES:

:
Wed. July 8, 2009
Fri. Aug. 14
Fri. Sept. 11
Mon. Oct. 14
Fri. Nov. 13
Tues. Dec. 8
Fri. Jan. 15, 2010
Fri. Feb. 12
Fri. Mar. 12
Fri. Apr. 16
Fri. May 14
Attendance Only
Fri. June 11
Fri. July 9
Fri. Aug. 13

PAYROLL DATES:

Fri. July 31, 2009
Mon. Aug. 31
Wed. Sept. 30
Fri. Oct. 30
Mon. Nov. 30
Tues.. Dec. 22

Fri. Jan. 29, 2010
Fri. Feb. 26
Wed.. Mar. 31
Fri. April 30
Fri. May 28
Wed. June 30
Fri. July 30
Tues. Aug. 31

Employees voted on receiving their December check on the last school day in December.

Summer Checks, Policy #4064

Employees may elect to receive their May, June and July checks on the last working day of May. The August check will be held until the last working day of August.

SCHOOL TIME SCHEDULE 2009 - 2010

<u>ELEMENTARY</u>	<u>REGULAR</u>	<u>EARLY OUT</u>
Alpine	9:05 - 3:30	9:05 - 2:30
Aspen (Early)	8:00 - 2:15	8:00 - 1:15
Aspen (Late)	9:15 - 3:30	9:15 - 2:30
Barratt	9:05 - 3:30	9:05 - 2:30
Bonneville (Early)	8:00 - 2:15	8:00 - 1:15
Bonneville (Late)	9:15 - 3:30	9:15 - 2:30
Cascade (Early)	8:00 - 2:15	8:00 - 1:15
Cascade (Late)	9:15 - 3:30	9:15 - 2:30
Cedar Ridge (Early)	8:00 - 2:15	8:00 - 1:15
Cedar Ridge (Late)	9:15 - 3:30	9:15 - 2:30
Cedar Valley	9:05 - 3:30	9:05 - 2:30
Central	9:05 - 3:30	9:05 - 2:30
Cherry Hill (Early)	8:00 - 2:15	8:00 - 1:15
Cherry Hill (Late)	9:15 - 3:30	9:15 - 2:30
Deerfield (Early)	8:00 - 2:15	8:00 - 1:15
Deerfield (Late)	9:15 - 3:30	9:15 - 2:30
Eaglecrest (Early)	8:00 - 2:15	8:00 - 1:15
Eaglecrest (Late)	9:15 - 3:30	9:15 - 2:30
Eagle Valley (Early)	8:00 - 2:15	8:00 - 1:15
Eagle Valley (Late)	9:15 - 3:30	9:15 - 2:30
Foothill	9:05 - 3:30	9:05 - 2:30
Forbes (Early)	8:00 - 2:15	8:00 - 1:15
Forbes (Late)	9:15 - 3:30	9:15 - 2:30
Fox Hollow (Early)	8:00 - 2:15	8:00 - 1:15
Fox Hollow (Late)	9:15 - 3:30	9:15 - 2:30
Freedom (Early)	8:00 - 2:15	8:00 - 1:15
Freedom (Late)	9:15 - 3:30	9:15 - 2:30
Geneva (Early)	8:00 - 2:15	8:00 - 1:15
Geneva (Late)	9:15 - 3:30	9:15 - 2:30
Greenwood	9:05 - 3:30	9:05 - 2:30
Grovecrest	9:05 - 3:30	9:05 - 2:30
Harvest Hills (Early)	8:00 - 2:15	8:00 - 1:15
Harvest Hills (Late)	9:15 - 3:30	9:15 - 2:30
Hidden Hollow (Early)	8:00 - 2:15	8:00 - 1:15
Hidden Hollow (Late)	9:15 - 3:30	9:15 - 2:30
Highland (Early)	8:00 - 2:15	8:00 - 1:15
Highland (Late)	9:15 - 3:30	9:15 - 2:30
Hillcrest	9:05 - 3:30	9:05 - 2:30
Legacy (Early)	8:00 - 2:15	8:00 - 1:15
Legacy (Late)	9:15 - 3:30	9:15 - 2:30
Lehi	9:05 - 3:30	9:05 - 2:30
Lindon	9:05 - 3:30	9:05 - 2:30
Manila (Early)	8:00 - 2:15	8:00 - 1:15
Manila (Late)	9:15 - 3:30	9:15 - 2:30
Meadow (Early)	8:00 - 2:15	8:00 - 1:15
Meadow (Late)	9:15 - 3:30	9:15 - 2:30
Mount Mahogany (Early)	8:00 - 2:15	8:00 - 1:15
Mount Mahogany (Late)	9:15 - 3:30	9:15 - 2:30
North Point (Early)	8:00 - 2:15	8:00 - 1:15
North Point (Late)	9:15 - 3:30	9:15 - 2:30
Northridge (Early)	8:00 - 2:15	8:00 - 1:15
Northridge (Late)	9:15 - 3:30	9:15 - 2:30
Orchard (Early)	8:00 - 2:15	8:00 - 1:15
Orchard (Late)	9:15 - 3:30	9:15 - 2:30
Orem (Early)	8:00 - 2:15	8:00 - 1:15
Orem (Late)	9:15 - 3:30	9:15 - 2:30
Peterson	9:05 - 3:30	9:05 - 2:30

<u>ELEMENTARY</u>	<u>REGULAR</u>	<u>EARLYOUT</u>
Pony Express (Early)	8:00 - 2:15	8:00 - 1:15
Pony Express (Late)	9:15 - 3:30	9:15 - 2:30
Ridgeline (Early)	8:00 - 2:15	8:00 - 1:15
Ridgeline (Late)	9:15 - 3:30	9:15 - 2:30
Rocky Mountain (Early)	8:00 - 2:15	8:00 - 1:15
Rocky Mountain (Late)	9:15 - 3:30	9:15 - 2:30
Sage Hills (Early)	8:00 - 2:15	8:00 - 1:15
Sage Hills (Late)	9:15 - 3:30	9:15 - 2:30
Saratoga Shores (Early)	8:00 - 2:15	8:00 - 1:15
Saratoga Shores (Late)	9:15 - 3:30	9:15 - 2:30
Scera Park	8:30 - 3:00	8:30 - 1:30
Sego Lily (Early)	8:00 - 2:15	8:00 - 1:15
Sego Lily (Late)	9:15 - 3:30	9:15 - 2:30
Sharon (Early)	8:00 - 2:15	8:00 - 1:15
Sharon (Late)	9:15 - 3:30	9:15 - 2:30
Shelley (Early)	8:00 - 2:15	8:00 - 1:15
Shelley (Late)	9:15 - 3:30	9:15 - 2:30
Snow Springs (Early)	8:00 - 2:15	8:00 - 1:15
Snow Springs (Late)	9:15 - 3:30	9:15 - 2:30
Suncrest (Early)	8:00 - 2:15	8:00 - 1:15
Suncrest (Late)	9:15 - 3:30	9:15 - 2:30
Valley View	9:05 - 3:30	9:05 - 2:30
Vineyard (Early)	8:00 - 2:15	8:00 - 1:15
Vineyard (Late)	9:15 - 3:30	9:15 - 2:30
Westfield (Early)	8:00 - 2:15	8:00 - 1:15
Westfield (Late)	9:15 - 3:30	9:15 - 2:30
Westmore (Early)	8:00 - 2:15	8:00 - 1:15
Westmore (Late)	9:15 - 3:30	9:15 - 2:30
Windsor (Early)	8:15 - 2:30	8:15 - 1:30
Windsor (Late)	9:30 - 3:45	9:30 - 2:45

Junior High/Middle School

American Fork	8:15 - 2:45	8:15 - 1:45
Canyon View	7:45 - 2:15	7:45 - 1:15
Lakeridge	8:15 - 2:45	8:15 - 1:45
Lehi	8:15 - 2:45	8:15 - 1:45
Mt. Ridge	8:15 - 2:45	8:15 - 1:45
Oak Canyon	7:45 - 2:20	7:45 - 1:20
Orem Jr.	8:15 - 2:45	8:15 - 1:45
Pleasant Grove Jr.	8:15 - 2:45	8:15 - 1:45
Timberline	8:15 - 2:45	8:15 - 1:45
Willowcreek	8:15 - 2:45	8:15 - 1:45

High Schools

American Fork	7:45 - 2:15	7:45 - 1:15
Lehi	7:45 - 2:15	7:45 - 1:15
Lone Peak	7:45 - 2:15	7:45 - 1:15
Mountain View	7:45 - 2:15	7:45 - 1:15
Orem	7:45 - 2:15	7:45 - 1:15
Pleasant Grove	7:45 - 2:15	7:45 - 1:15
Timpanogos	7:45 - 2:15	7:45 - 1:15
Westlake	7:45 - 2:15	7:45 - 1:15
ATEC	8:00 - 2:15	8:00 - 1:15

REPORTS DUE TO THE DISTRICT OFFICE

<u>Report Name</u>	<u>Due To</u>	<u>Due When</u>
Early Enrollment Count	Jill Workman	1 st day of school and Tuesday following Labor Day (Warm Body Count)
8100.7 Report	Carol Winters	Last school day of the month
Disk of 1099 School Vendors (Jan 1 - Dec 31)	Accounts Payable (Robert Boyer)	January 15
School Financial Report (May & June Report)	Carol Winters	Due 15 th of each month. Past due on 20 th of month. June report extended deadline to 30 th of Month.
Time/Attendance Report (T&A) (Do not send report to Payroll)	Payroll - All time and attendance must be entered and edited by this date.	Wednesday after cut off date
Industrial Injury T&A (copy of hourly time card)	Susan Vest	Wednesday after cut off date
A/P Check Runs	Accounts Payable	See schedule page 4 this section