

Business Services
Service, Training, Answers, Reliable Resources (STARR) Team Requests

Employee Name: _____ **Site/Dept.:** _____ **Phone:** _____

Select one or more topics of interest listed for you or your site to receive training.

Accounting Services

Managing outstanding requisitions
Petty cash Reconciliation
Petty cash reimbursements/policy

Student Activity (school fund raisers)
Accounting/Reimbursement

Budget Services

Attendance accounting
Budget report monitoring

Escape requisition budget coding process
Special projects monitoring

Central Printing Services

Reproduction services

Contracts Office

Contract process

Payroll Services

Absence leave batch reporting
Time sheet reporting

Purchasing Services

Escape requisition process
Supplies ordering

Risk Management/Employee Benefits

Disability Management/Worker's Compensation
Waste Removal/Safety

Mandated training for COVID-19

Other Requests

Email this form to Victoria-Mena@scusd.edu or mail to Business Services, Box 800.
If you have questions, call Victoria Mena at x439055