## **Business Services**

## Service, Training, Answers, Reliable Resources (STARR) Team Requests

Employee Name:	_Site/Dept.:Phone:
Select one or more topics of inte	erest 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 Comp Waste Removal/Safety	ensation Mandated training for COVID-19
Other Requests	

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