

SECTION 1: GENERAL INFORMATION

Section Contents	Page #
What's New?	1-1
Introduction	1-1
Mission Statement.....	1-1
Goal	1-1
Staff Directory	1-2
Business Services.....	1-2
Business Applications Support.....	1-3
Requirements	1-3
Feedback	1-3

What's New?

- Update to Staff Directory

Introduction

This Fiscal Procedures Manual (FPM) has been prepared to provide general information about several Galena Park Independent School District (GPISD) business processes and procedures. Additional information may be available within the District's Board Policies, Administrative Procedures, or other web resources, which have been referenced throughout this document.

Mission Statement

The mission of the Galena Park Independent School District Business Services Department is to provide superior services, support and safety to the GPISD community.

Goal

The Business Services Department's primary goal is to provide superior operational services to best support students and staff success.

Section 1: General Information

Staff Directory

Ben Pape, Chief Financial Officer (832) 386-1205

Shea Rodriguez, Administrative Assistant to the Chief Financial Officer (832) 386-1204

Facsimile Line (832) 386-1430

Business Services

Ida Schultze, CPA, RTSBA, Executive Director for Treasury and Finance (832) 386-1466

Amicha Williams, Executive Director for Business Support Services (832) 386-1189

Trini Sarabia Treasurer (832) 386-1249

Esmeralda Cavazos, Executive Secretary (832) 386-1017

Facsimile Line (832) 386-1428

Accounting

Christopher Young, RTSBA, Director for Accounting Services (832) 386-1120

Sarah George, Accountant I (832) 386-1078

Stephanie Soto, Grant Accountant (Special Revenue Special Projects) (832) 386-1015

Ruby Chavez, Grant Accountant (Special Revenue Funds) (832) 386-1014

Sandra "Kellyn" Trujillo, Senior Accounting Specialist (Campus/Student Activity Funds) (832) 386-1476

Laura Robison, CTSBO, Fixed Assets Specialist (Fixed Assets/Revtrak) (832) 386-1013

Morgan Harris, Student Nutrition Accountant (832) 386-1250

Accounts Payable

Quinn Reynolds, Accounts Payable Supervisor (832) 386-1025

Lisa Oquin, CTSBO, Senior Accounts Payable Clerk and Travel Specialist (Security, Amazon, Utilities, Employee Reimbursements) (832) 386-1018

Teresa Espino, CTSBO, Accounts Payable Clerk (A – F) (832) 386-1019

Christine Nunley, Accounts Payable Clerk (G – O) including Office Depot (832) 386-1022

Arabella Berbel, Accounts Payable Clerk (P – Z) (Sam's Club) (832) 386-1481

Frances Castillo, Accounts Payable Student Nutrition Clerk (832) 386-1081

Benefits

Holli Sherrard, RTSBA, Director for Employee Benefits (832) 386-1507

TBD, Benefits Specialist (832) 386-1276

Valerie Guajardo, CTSBO, Benefits Specialist (832) 386-1245

Budget

Exel Galarza, RTSBA, Budget Accountant (832) 386-1010

Campus and Department Support

Roxanna Macal, CTSBO, Campus and Department Support Compliance Accountant (832) 386-1023

Payroll Services

Cathy Ochoa, Coordinator for Payroll Services (832) 386-1271

Lisa Gonzales, Lead Payroll Clerk (832) 386-1274

Anna Salinas, Payroll Clerk (832) 386-1270

Brenda Veliz, Payroll Clerk (832) 386-1248

TBD, Secretary for Payroll Services (832) 386-1273

Facsimile Line (832) 386-1447

Procurement Card

Bette Speaks, Procurement Card Specialist (832) 386-1181

Purchasing

Adrian Sloan, MBA, RTSBA, Director for Purchasing (832) 386-1008

Beatriz Martinez, Purchasing Buyer (832)386-1223

Marisela Kruzman, Purchasing Clerk (832) 386-1009

Tax Office

Angelica Dimas, Tax Office Clerk (832) 386-1236

Edith Alvarado, Tax Office and Budget Clerk (832) 386-1237

Facsimile Line (832) 386-1448

Business Applications Support

The following staff provides support for the financial software used by the District:

Rachel Hinshaw, Director of Information Systems (832) 386-1035

Cathy Ayala, Business Applications Coordinator (832) 386-1492

Veronica Pedraza, Business Applications Specialist (832) 386-1095

Requirements

The Galena Park ISD Fiscal Procedures Manual is a consolidation of updated guidelines and previously issued documents that provide a comprehensive presentation of standardized procedures that are mandated by state law, board policy, administrative directives and/or good business practices to be used by campuses and departments.

Compliance with these provisions is mandatory for all funds processed through the District’s Business Office, regardless of their source.

Feedback

We desire feedback and direction from you so that we can continue to improve and meet your needs. Please contact Ida Schultze, Executive Director for Treasury and Finance at (832) 386-1466 to seek clarification or to suggest additions or changes to the Galena Park ISD Fiscal Procedures Manual.