

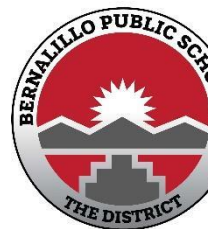
# THE DISTRICT of Bernalillo Public Schools

BPS Business Office  
Bootcamp  
July 28, 2025



# Today's Agenda

7:30 - 8:00	Meet & Greet Breakfast
8:00 - 8:30	Welcome Activity
8:30 - 9:45	What's New?
9:45 - 10:00	HR
10:00 - 10:15	Break
10:15 - 11:30	Finance Updates
11:30 - 12:30	Lunch on your own
12:30 - 2:00	Finance Dept. with Principal's PD (District Office)
2:00 - 2:30	Drive Time & Break
2:30 - 4:30	Continue with Finance Updates & Payroll



# Welcome

## Icebreaker- Thumbball

### Directions:

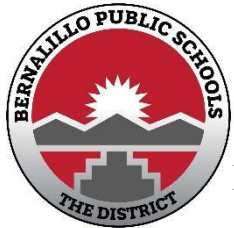
- Toss the ball to a colleague
- You'll have two responses to choose from based on where your thumbs are
- Make sure everyone gets a turn :)



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# Finance Department Commitments

- ❖ Complete Honesty, Integrity, and Accountability
- ❖ Commitment to Excellence
- ❖ Focus on Students
- ❖ Customer Service
- ❖ Find a Way



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# What's New?

Staff Updates

Travel Updates

- Per diem
- Hotel Rate
- Receipts

[Travel Process](#)



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# Human Resource Department

Workers Compensation

PARS

FMLA

Roles



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# Budget - Title Funds

## [Title Presentation 2025](#)

Updated Allowable & Unallowable documents

## [Educational Field Trips](#)

Funding Freeze-Impact on the following Title funds:

- Title II
- Title III
- Title IV





## House Keeping Items:

1 hour

Meet at District Office Boardroom  
promptly at 12:30.

Bring your Binders.



# Admin. & Bookkeeper/Business Specialist

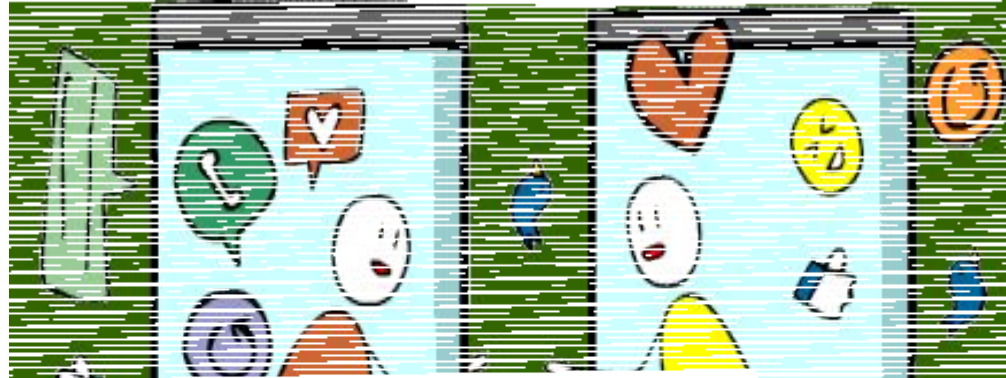
Activity - Getting to know you

Communication

Purchase Order Workflow

Activity

Commitments



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# Deposits / Accounts Payable

UPDATES:

[Deposit Form](#)

Deposit Submittal

Payment Packet Submittal:

- AP Packet
- Capital One
- Professional Development
- Transportation
- Submission Dates
- Receiving
- Revisions
- NTTC





# Purchasing

## Requisitions

- Submittals
- Threshold



# BARS

## Information Sheet

- Email Excel Justification Form to:  
[FINANCE@BERNALILLOPS.ORG](mailto:FINANCE@BERNALILLOPS.ORG)
- In the subject line, label as follows:
  - Type of BAR\_Fund #
  - MAINTENANCE BAR\_24101

## Justification Form

- Label the document as follows:
  - Type of BAR\_Fund #
  - MAINTENANCE BAR\_24101





## Fund Raising

Fundraising Form and Process -  
Josie

Go Fan - Camila

Entering of Event or Concession

# Roles & Responsibilities



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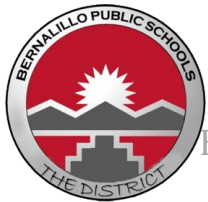


# Time Clock + and Payroll





# Contact Information



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