



# Maricopa County

Superintendent of Schools

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## MARICOPA COUNTY SUPERINTENDENT OF SCHOOLS (MCSOS) PROCEDURES FOR ACCOUNTS PAYABLE

Weekly Schedule: Monday (Payroll); Tuesday (D-Batch); Wednesday and Friday (Accounts Payable).

Off-cycle Vouchers: Contact the MCSOS Technology Department using the Off-Cycle Payroll e-mail link on their webpage (in the User Support section of Technical Support).

**Payroll Warrants: Available for pick up on Tuesday morning after 7:30 a.m.**

**Accounts Payable Warrants: Available for pick up after 1:00 p.m. on Wednesday and Friday afternoon.**

**Garnishment Warrants: Available for pick up on Wednesday\* after 1:00 p.m.**

*\*NOTE: On the week of a holiday, the garnishment warrants will be available on Thursday, after 1:00 p.m.*

### WARRANTS TO BE RELEASED

1. **Run** a fund status report for voucher(s) posted.
2. **Review balances and adjust for compliance** – very important; please follow.
3. **MCSOS will notify** district personnel of any deficiencies in the fund balances.
4. **Fax** the previewed fund status report and any additional documentation to MCSOS as soon as your posting is complete or by 9:00 a.m. of the following morning.  
**MCSOS AP fax number 602-372-8591, Attention: Finance**
5. All other inquiries may be directed to the following staff members:  
Accounts Payable—Millie Thompson, 602-506-3898  
Payroll Reversals—Linda Greinke, 602-506-3662

Budget driven/budget controlled fund accounts are typically 001-498 with some grant fund account exceptions. Fund accounts 610, 620 and 625 remain budget driven. Budget driven/controlled fund accounts must have available budget capacities in the (County) Visions General Ledgers (GLs).

*The following sections are the grant fund account controls on data in the FY0809 system file.*

### GRANT FUND ACCOUNT CONTROLS

- I. Budget- Controlled Grant Fund Accounts  
All grant fund accounts with the **exception** of:
  - Grant fund accounts (fund accounts 059, 079, 109\*, 119, ... 499)  
*\*District #1 is budget-controlled (re: #09FAATTI-960718-03A grant proj.)*
  - Fund accounts 290 – 298 (Medicaid Reimbursements)
  - Fund accounts 330 – 338 (Other Local Federal Grants)
  - Fund accounts 460 – 462 (Environmental Special Plate Grants)
- II. Cash-Controlled Grant Fund Accounts
  - Fund accounts 059 and 079
  - Fund account 209
  - Fund accounts 290 – 299
  - Fund accounts 330 – 339
  - Fund accounts 460 – 462

III. Neither Budget or Cash-Controlled Grant Fund Accounts

All grant fund accounts with the exception of section II:

- Fund account 059
- Fund account 079
- Fund account 209
- Fund account 299
- Fund account 339

And the exception of school district #1 addressed in section I:

- District #1 fund account 109

IV. Other

All other grant fund accounts that do not meet the criteria above are invalid/unauthorized grants, expired grants, and/or have not been recognized by our office and must be addressed to Beatrice Begay at the Maricopa County Superintendent of Schools Office at 602-506-7985 or, via electronically, at [bbegay@schools.maricopa.gov](mailto:bbegay@schools.maricopa.gov), for grant fund account number assignments and grant fund control assignments (e.g., budget or cash control classifications) for use in the Visions accounting system.