



## OUTGOING ADMINISTRATOR'S CHECKLIST

ADMINISTRATOR INFORMATION			
Employee Name:		Official last day at this school:	
School Name:			
School Address:			
Telephone Number:		E-mail address:	
CHECKLIST			
	ITEMS/ACTIONS NEEDED	NOTES/INSTRUCTIONS	
<input type="checkbox"/>	<b>PROCUREMENT CARD (P-CARD)</b> Reconcile and approve P-Card transactions online.	Date reconciled:  Transactions through (date):	
<input type="checkbox"/>	1. Suspend existing P-Card(s) by submitting the District Credit Card Update form to the P-Card Unit indicating "Suspend Existing Cards Due to Change of Administrator". Retain a copy for your files.  2. If the administrator is a cardholder, cancel the existing P-Card by submitting the District Credit Card Update form to the P-Card Unit indicating "Cancel Card(s)" and destroy the card.		
	<b>STUDENT BODY</b> If administrator is leaving at year end, submit year-end financial reports (as of June 30):  <u>Elementary schools:</u> 1. Bank Reconciliation 2. Trial Balance 3. Statement of Financial Condition	Submit to your Coordinating Financial Manager.  Date submitted:	
	<b>STUDENT BODY</b> If administrator is leaving at year end, submit year-end financial reports (as of June 30):  <u>Secondary schools:</u> All financial reports will be submitted by the school's Financial Manager.	Submit to your Coordinating Financial Manager.  Date submitted:	
<input type="checkbox"/>	If administrator is leaving mid-year, contact the Coordinating Financial Manager.		
<input type="checkbox"/>	<b>OTHER</b> Ensure "Goods Receipts" for all goods and services received are posted in SAP.		
<input type="checkbox"/>	Advise the Fiscal Specialist of any major financial transactions that are not completed.		
EMPLOYEE SIGNATURE			
Signature:		Date completed:	
<input type="checkbox"/>	<b>Send this completed form to your Fiscal Specialist.</b>		