

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 99-001

TO: District Superintendents

FROM: Lyle Friesen
Acting Director, School Finance

DATE: July 2, 1998

SUBJECT: Internet submission of proposed and adopted school district budgets

This memorandum is intended to follow-up on our earlier memoranda regarding submission of school district proposed and/or adopted budgets via the Internet. Previously we had informed you that we would be sending out user id and password information. However, we are sharing the user list that our Grants Management office relies on and they have already provided the user id and password information to the vast majority of school districts. We will be contacting some of you to add users to your district's statement of assurances. Please refer to the information that has been provided by Grants Management concerning user ids and passwords. Any account that has been set up for your district can be used to submit your school district's proposed and/or adopted budget.

The Web page referred to in the Electronic File Submission User Guide dated June 19, 1998 will be available on Monday, July 6, 1998. If you are able to do so we appreciate Internet submission of budgets since this eliminates additional data entry. Please note that if you do send us your budget via the Internet we still do require the paper copy of the budget and budget worksheets. As mentioned in the User Guide, if you have difficulties in submitting the budget via the Internet, you can also attach a file to an email message to SchoolFinance@mail1.ade.state.az.us.

If you have any questions concerning the User Guide or the Internet submission process in general, please contact John Eickman in the School Finance unit at 542-8250, email jeickma@mail1.ade.state.az.us.

