5.2 eFinance Guide

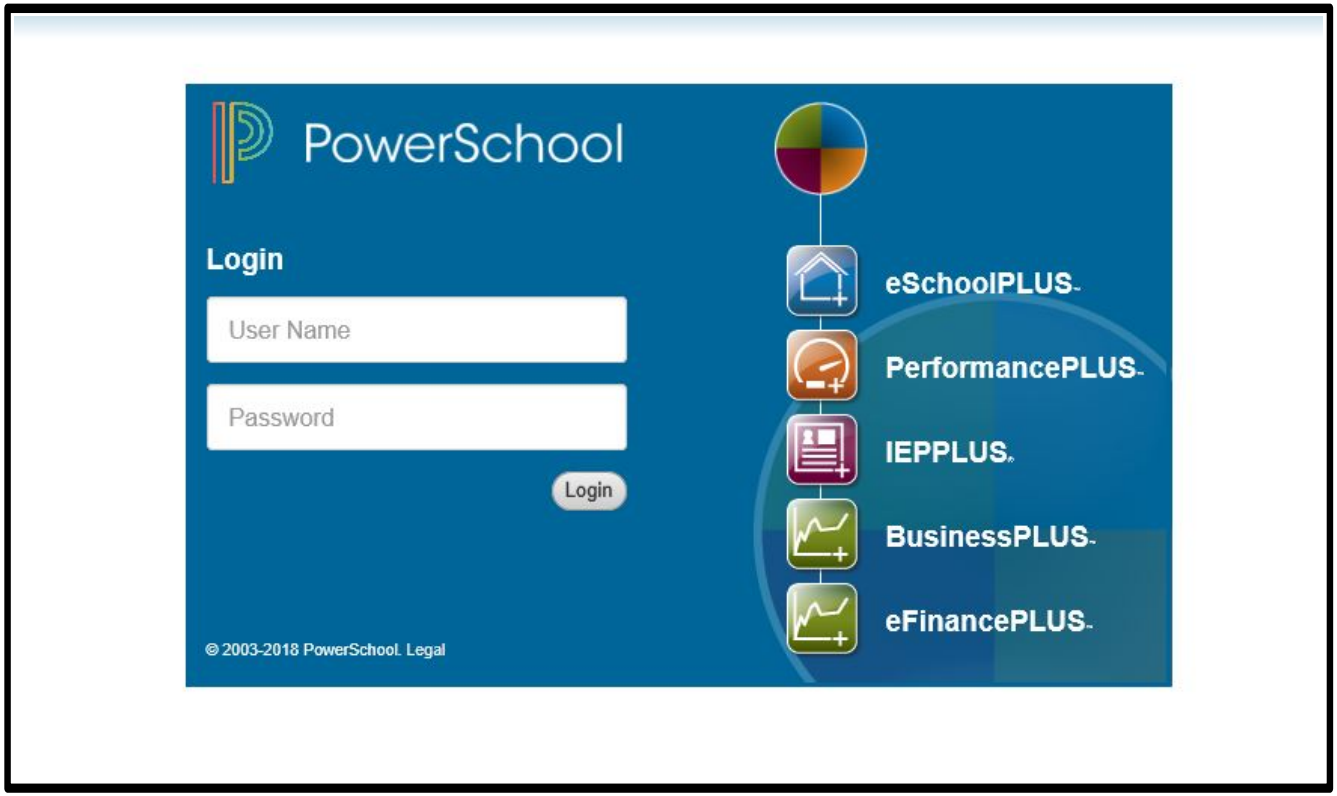
Lansing School District

Index

1. Icon Descriptions……3-8
2. Account Structure……9
3. How do I set up my favorites?.....10-16
4. How do I print a budget report?.....17-18
5. How do I view my expenditure ledger?.....19-20
6. How do I enter a requisition?.....21-38
7. What do I do with purchasing documents?.....39
8. My Requisition was returned, how do I correct it?.....40-43
9. What is the status of my requisition?.....44-46
10. What is the status of my PO?.....47-49
11. How do I approve a PO?.....50-56
12. How much is left on my blanket PO?.....57-59
13. How do I run a report to see balances of all PO's?.....60-62
14. Questions?.....63

1.

Login Screen

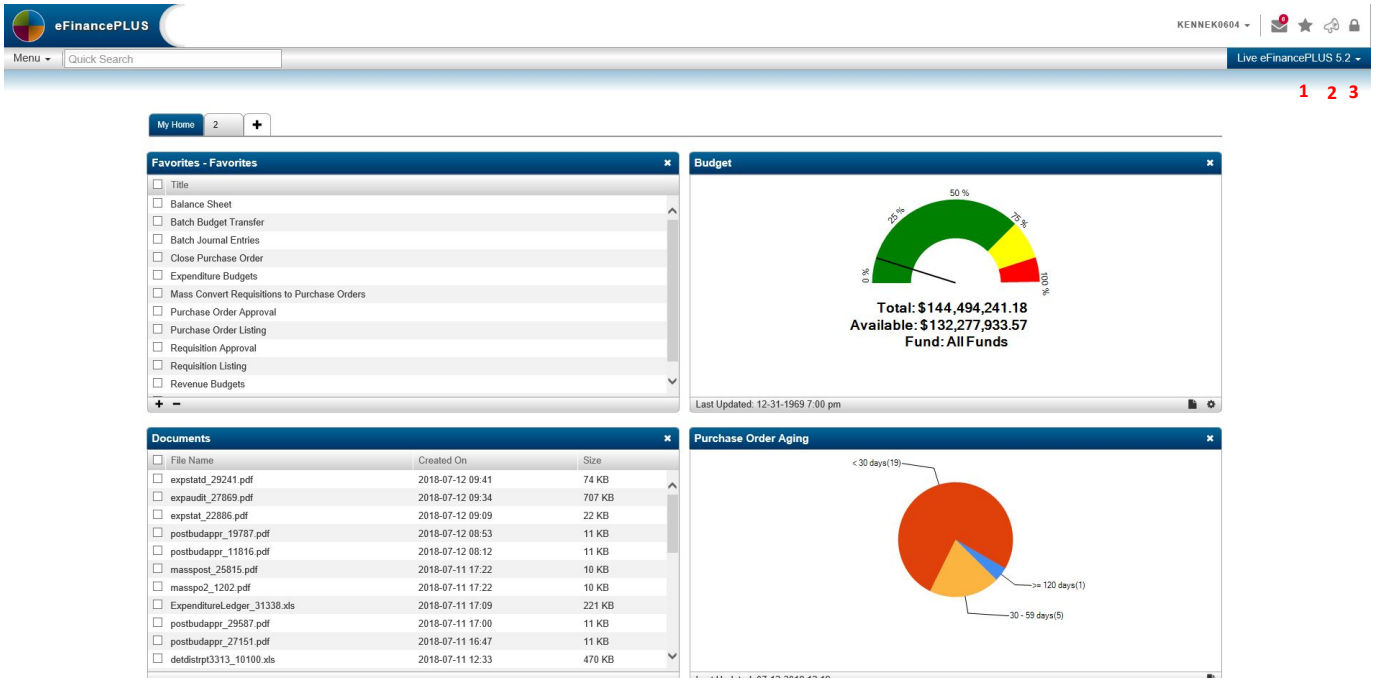


1. Interface/ Home Screen

1. Access your favorites from any screen.

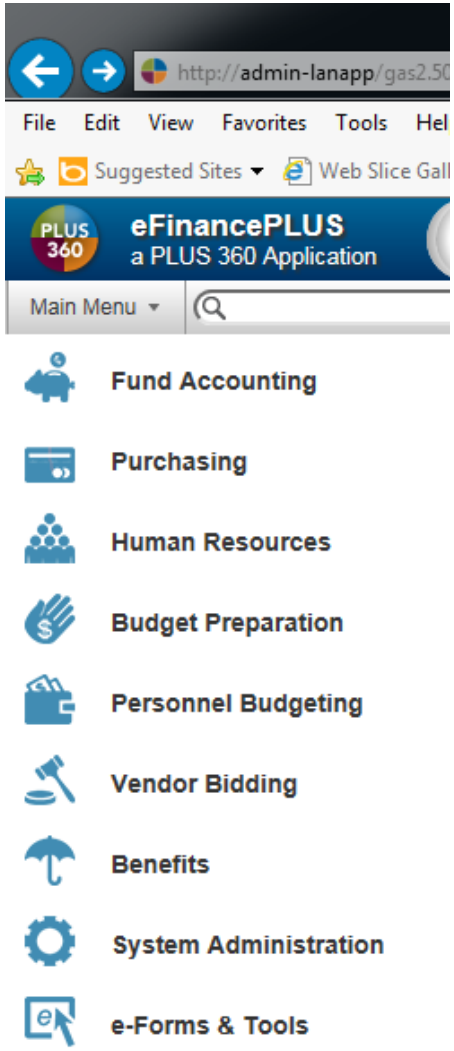
2. Use Voice – voice your opinion on any changes you think could improve eFinance.

3. Logout



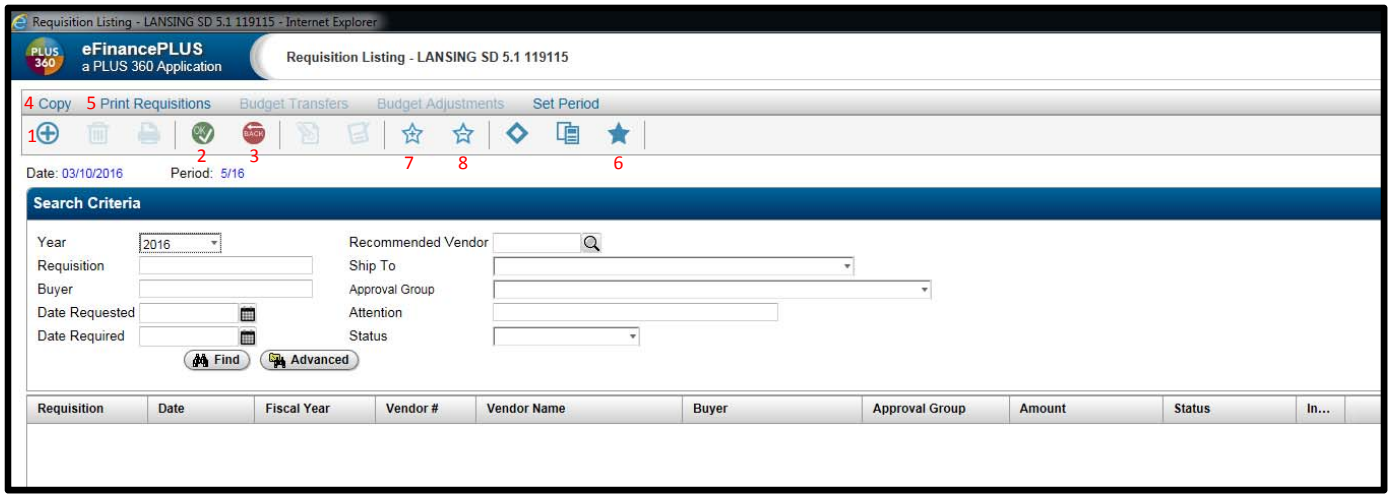
1. Main Menu – Closer Look

- The main menu is now organized by alphabetical Order within each major category.
- To the right is a picture with a closer look at the new menu icons and what they mean.



1. Requisition Screen

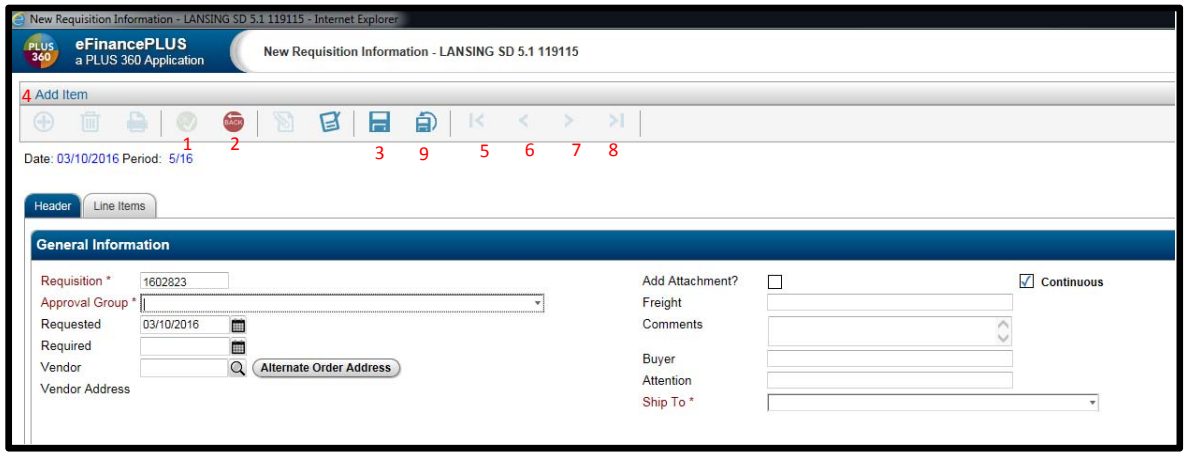
1. New Requisition
2. OK Button
3. Back Button
4. Copy Requisition
5. Print Requisitions
6. Favorites Listing
7. Add Favorite
8. Delete Favorite



1. Graphic Changes

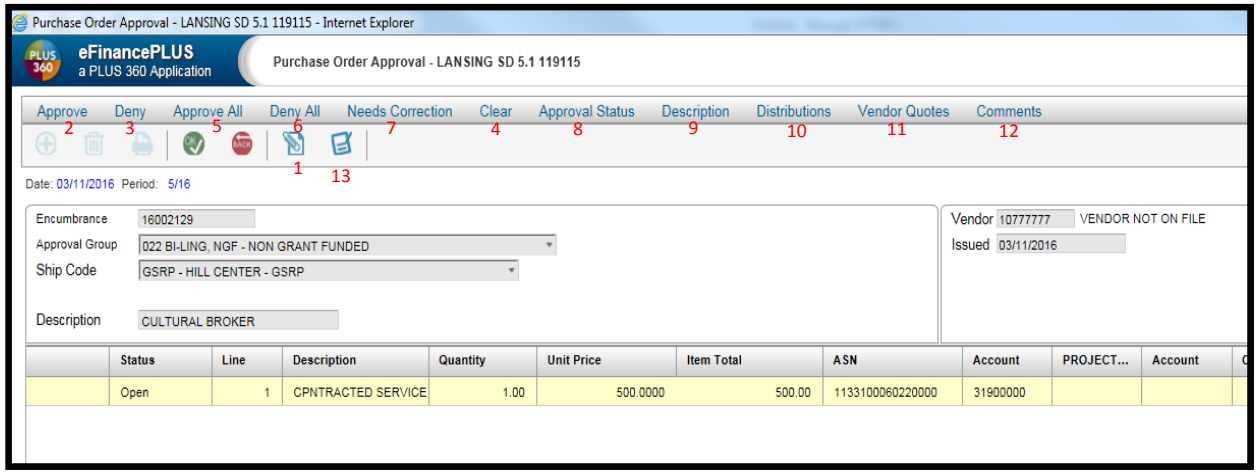
New Requisition

1. OK Button
2. Back Button
3. Save
4. Add Item
5. First Item
6. Previous Item
7. Next Item
8. Last Item
9. Save in Progress



1. PO Approval Screen

1. Attachments
2. Approve
3. Deny
4. Clear
5. Approve All
6. Deny All
7. Needs Correction
8. Approval Status
9. Description
10. Distributions
11. Vendor Quotes
12. Comments
13. New: Notes



2. Account Structure

- Fund:
  - Examples
    - 11 – General Fund
    - 51 – Food Service Fund
    - 71 – Agency Fund
- Grant:
  - 0000 – Non Grant
  - Anything other than four zeros is a grant
  - Examples
    - 1518 – M a g n e t
    - 1009 – Title I
- Object Code:
  - Examples
    - 3450 – Software/Licenses
    - 4120 - Equipment Repairs/Maintenance
    - 5110 – Teaching Supplies
    - 5210 – Textbooks
    - 5910 – Office Supplies
    - 5990 – Misc. Supplies
    - 6420 – New Equipment
    - 6460 – Replacement Equipment

ASN							ACCOUNT	
11	125	00	08	120	1518		5990	0000
Fund	Function Code	Descriptive	Building	Department	Grant		Object Code	Activity/Course Code

Go to: http://www.michigan.gov/documents/appendix_33974_7.pdf for a guide on the MDE coding requirements.

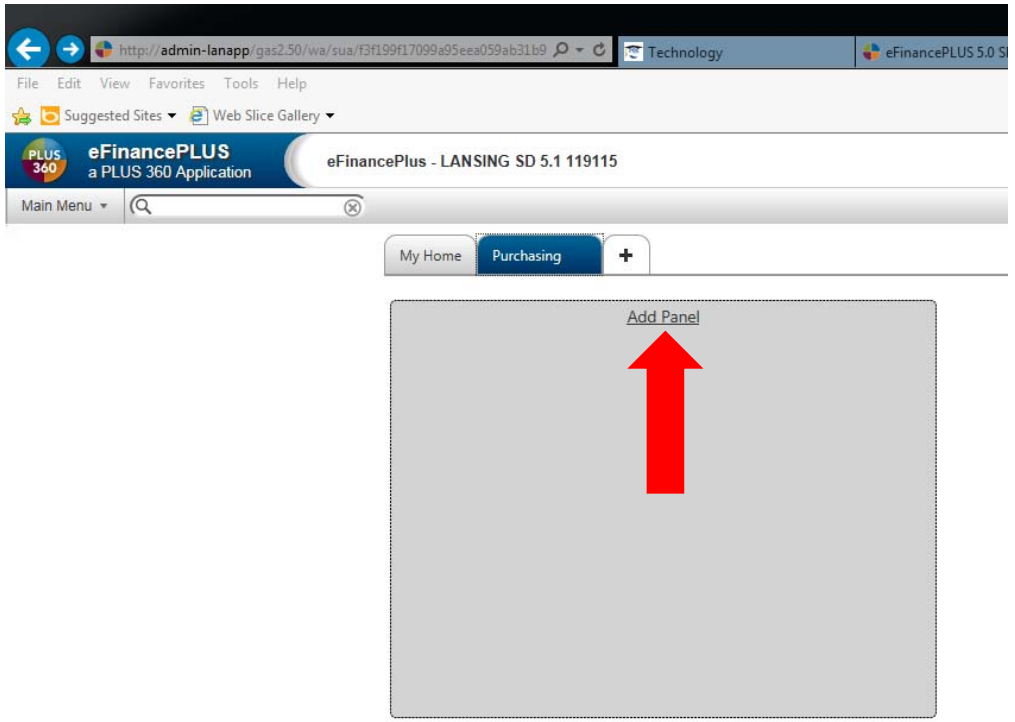
3. How do I set up my favorites?

- **Login to:**
  - https://finapp2.lansingschools.net/eFP19.4/eFinancePLUS/SunGard.eFinancePLUS.Web/Account/LogOn?ReturnUrl=%2FeFP19.4%2FeFinancePLUS%2FSunGard.eFinancePLUS.Web%2F
  - If you are having trouble logging in, please promptly contact the technology department (ext. 2860)

3. How do I set up my favorites?

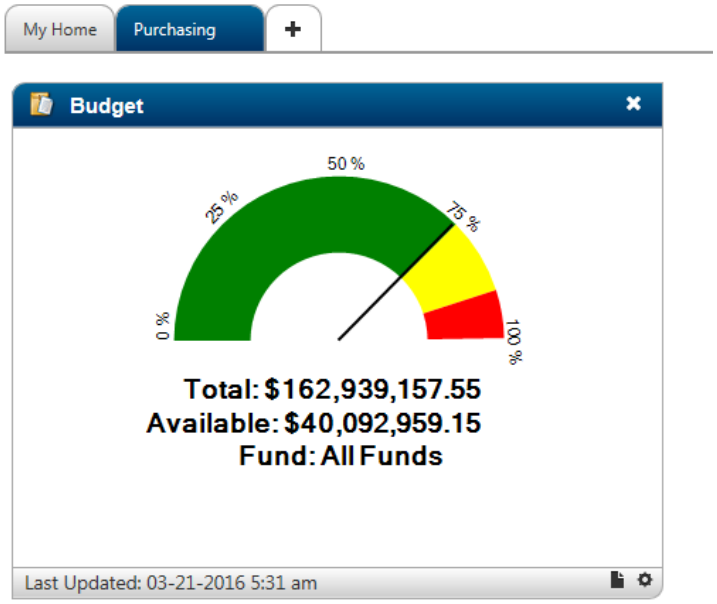
If you have never set up favorites, your screen will be blank.

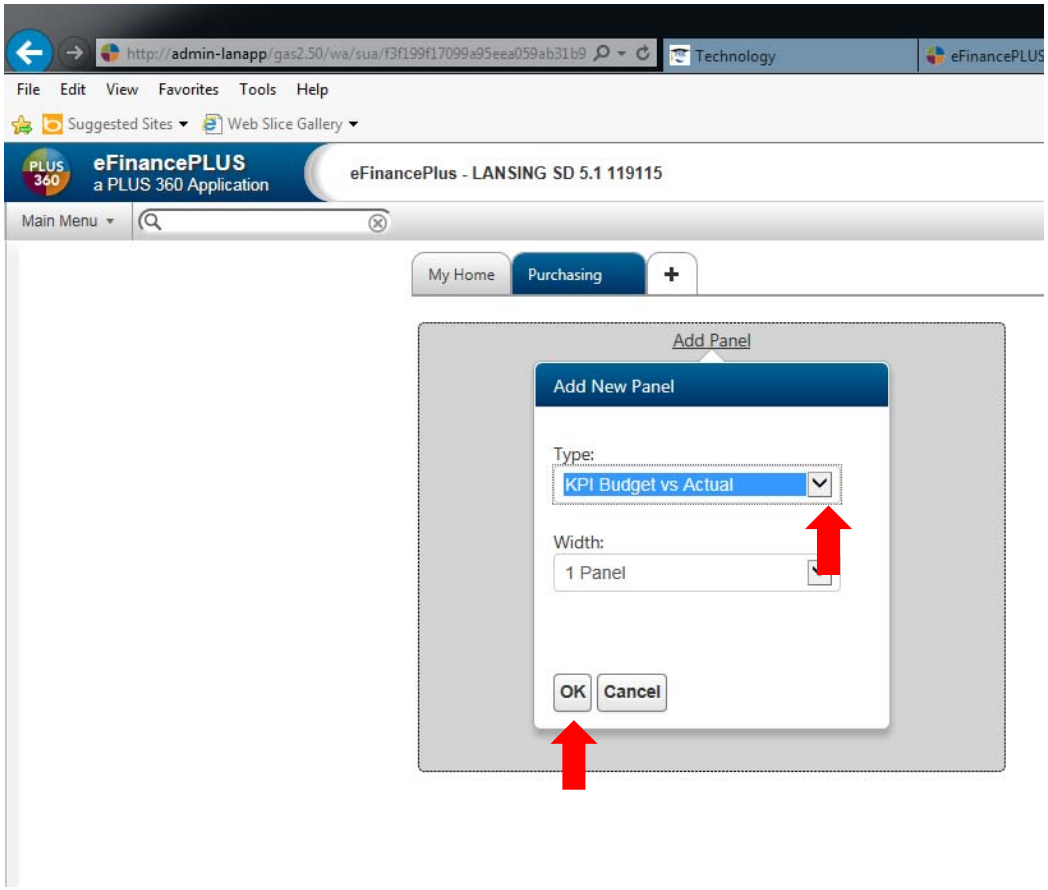
- Scroll over the screen until you see an “Add Panel” option.
- Click on “Add Panel”



3. How do I set up my favorites?

- Use the drop down menu for “Type” and select “KPI Budget vs. Actual” and then click “OK”.
  - This is a very useful panel that can help you to easily print budget reports. See “How do I print a budget report?” for more detail.

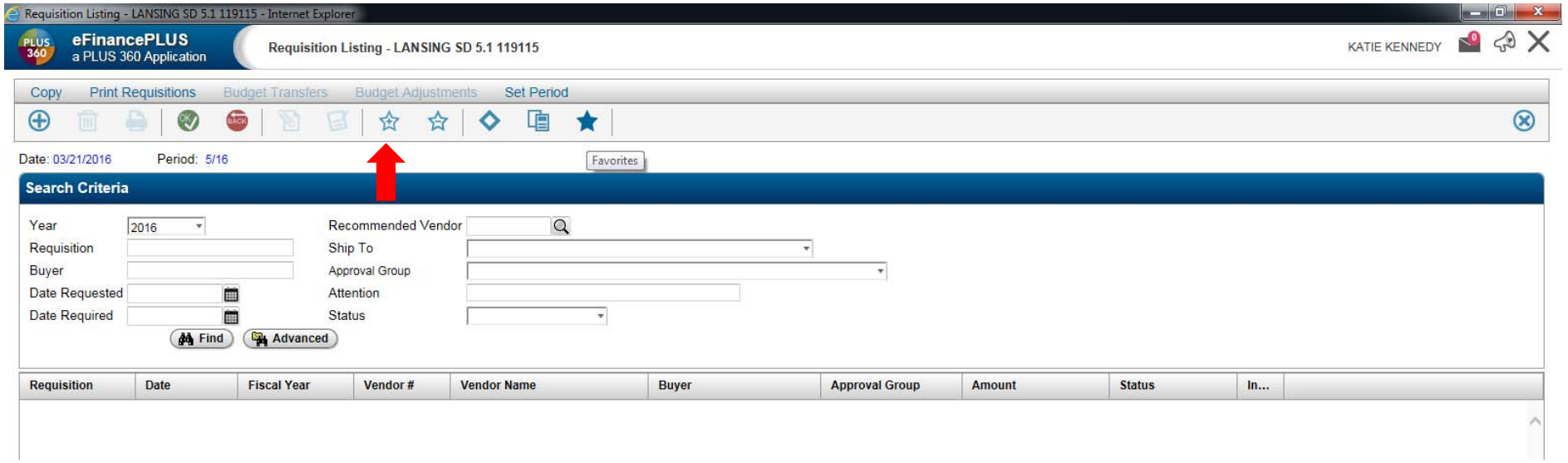




3. How do I set up my favorites?

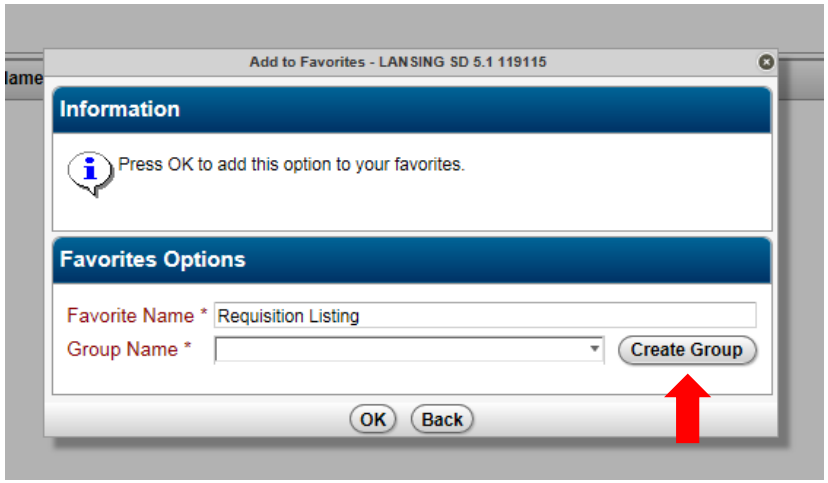
To set up links to other areas of eFinance that you use often, open up the section you would like to add to favorites (such as the requisitions screen).

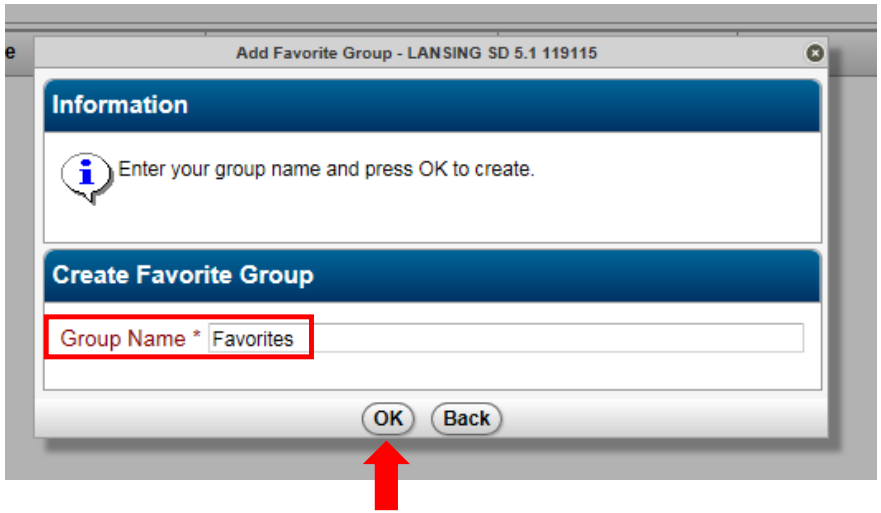
- Click on the star button with a plus to select “Add to Favorites”.



3. How do I set up my favorites?

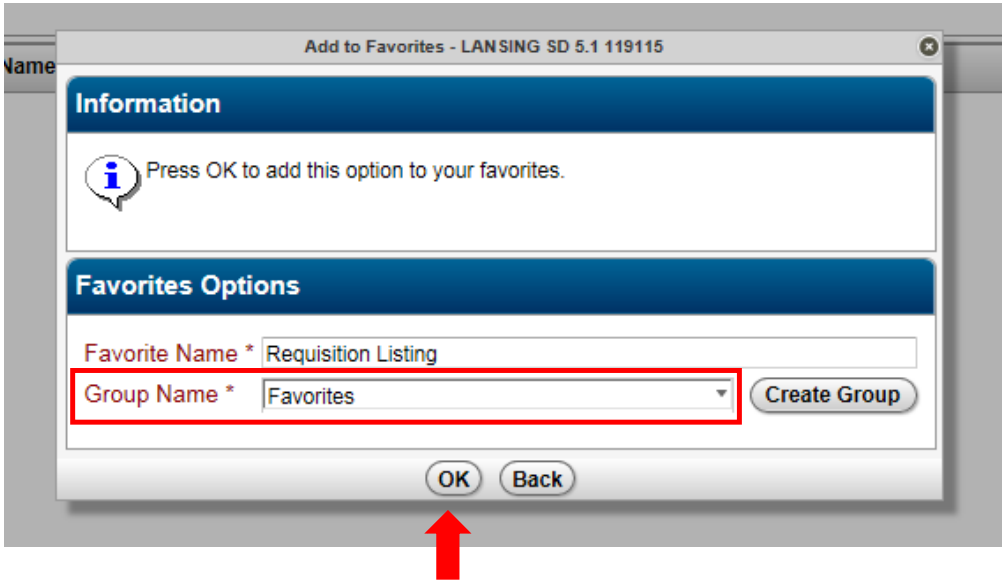
- Once the Add to Favorites screen pops up, you can leave the “Favorites Name” to the default name already listed.
- Next, use the drop down next to “Group Name” to select the group you wish to add your favorite to.
- If you are new to eFinance, you will need to click “Create Group” to set one up.
- Next, type “Favorites” in the Group Name box to create a new group. Click “OK”.





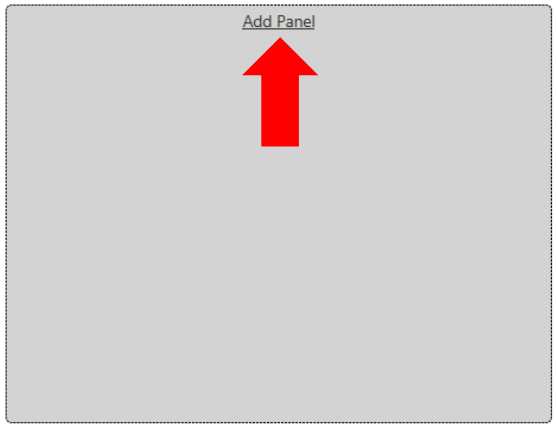
3. How do I set up my favorites?

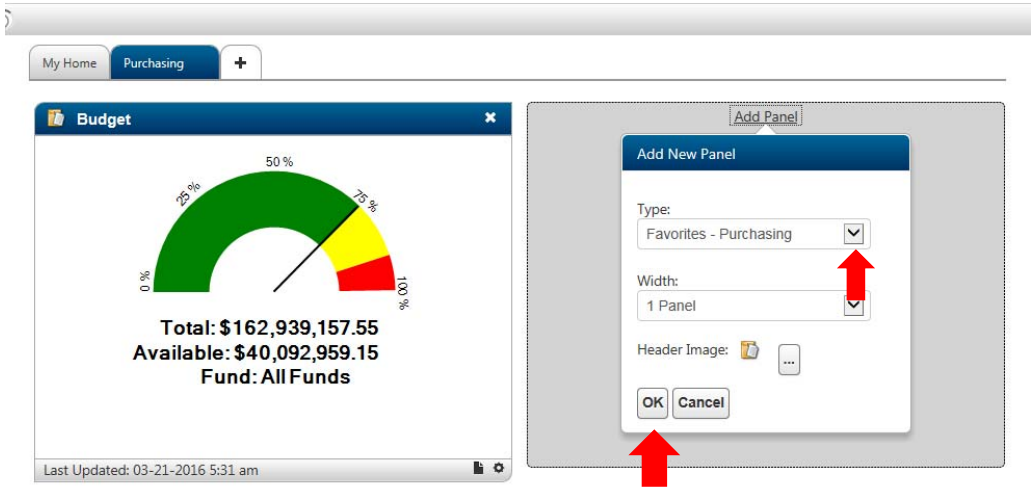
- You can now use the drop down under “Group Name” to select a group.
- Select the “Favorites” group you just created, and then click “OK”

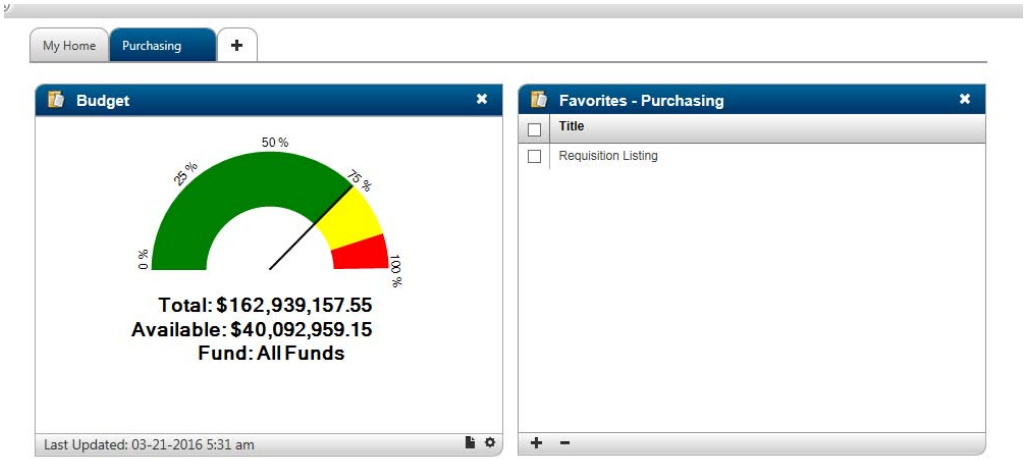


3. How do I set up my favorites?

- Back on the home page of eFinance, click “Add Panel” again to add another panel for your favorites.
- In the Type Box, use the drop down to select “Favorites”. Click “OK”.
- Your favorites are now added to your home screen and should look like the picture on the bottom left of this slide.

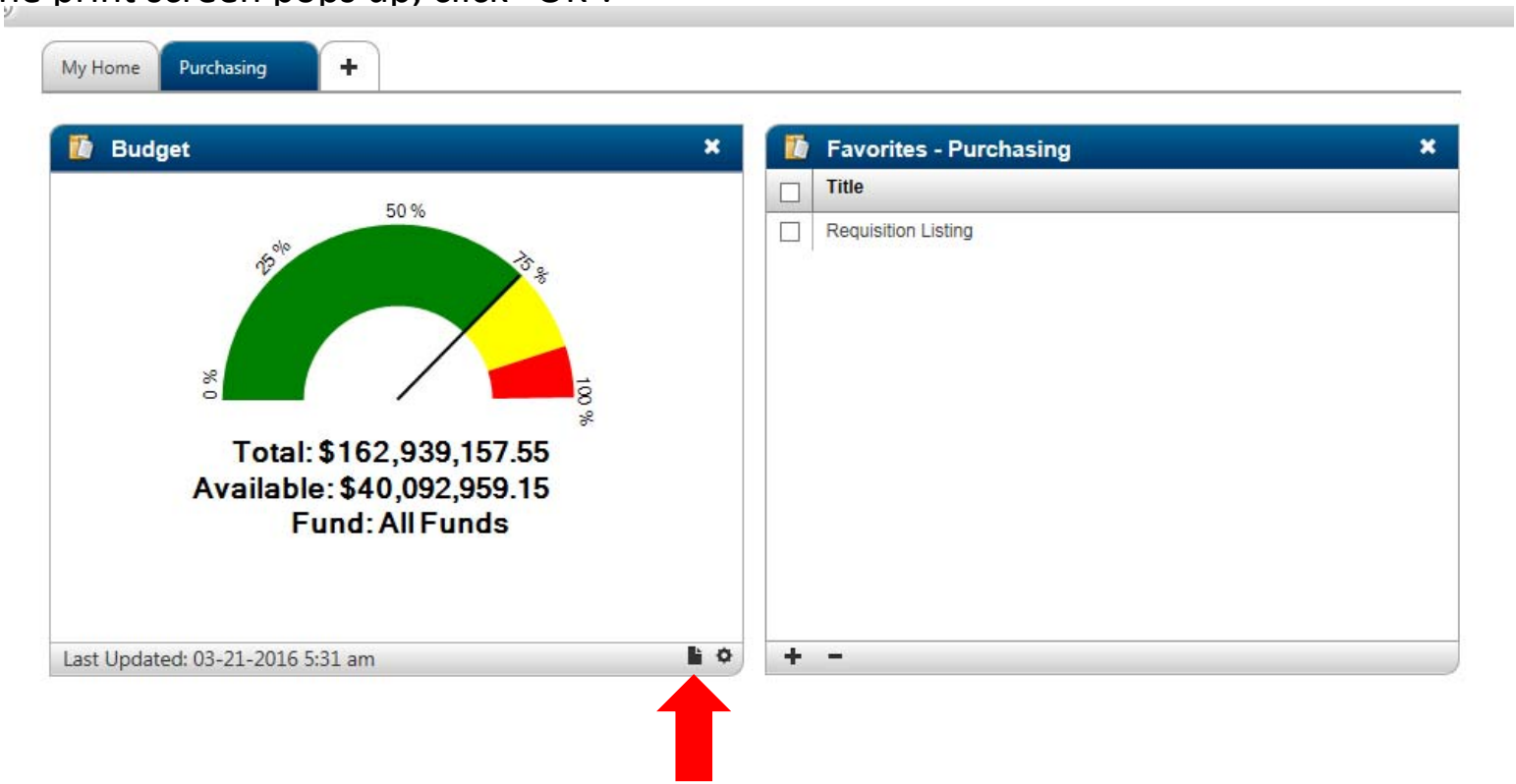






4. How do I print a budget report?

- On the home tab in the budget panel set up in Step 2, click the small page button on the bottom left of the screen.
- When the print screen pops up, click “OK”.



4. How do I print a budget report?

- When the report has finished generating, click “Open”. Your report will look something like this.

SUNGARD K-12 — PAGE NUMBER: 1
DATE: 03/22/2016 — LANSING SCHOOL DISTRICT — EXPSTAll
TIME: 10:02:33 — DETAIL EXPENDITURE STATUS REPORT

SELECTION CRITERIA: fund = '42'
ACCOUNTING PERIOD: 5/16

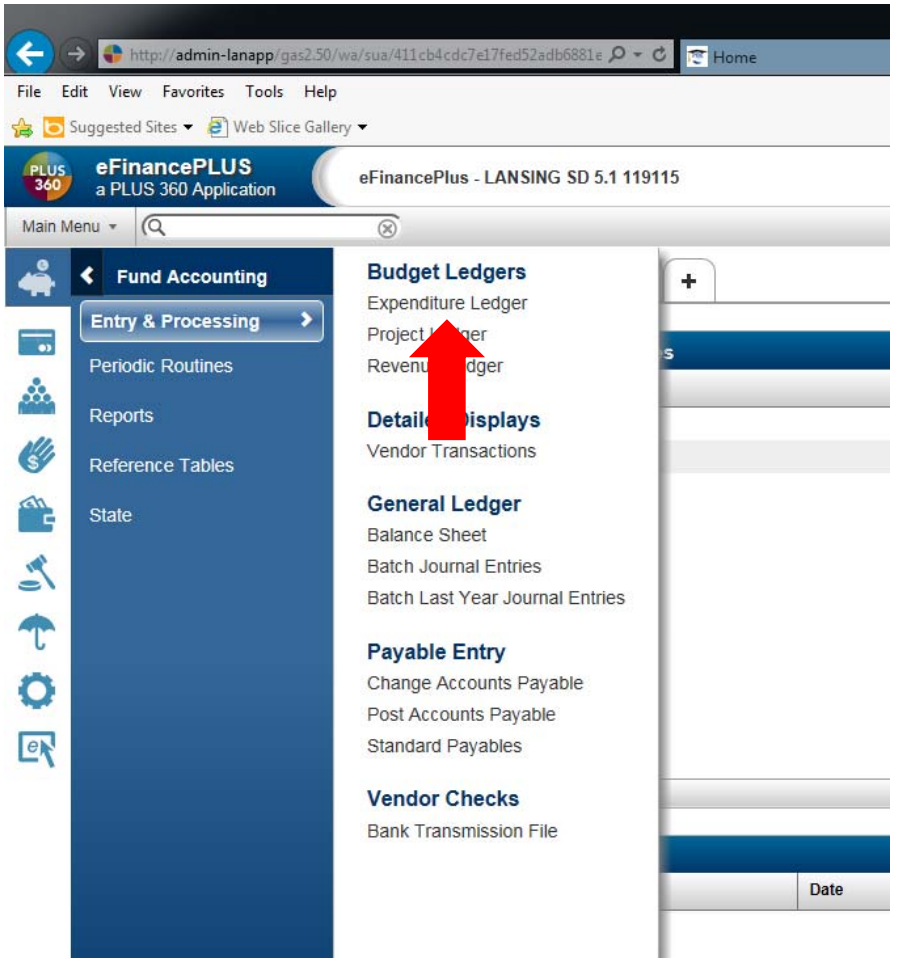
SORTED BY: FUND,GRANT,DEPARTMENT,BUILDING,FUNCTION,1ST SUBTOTAL,ACCOUNT
TOTALED ON: FUND,GRANT,DEPARTMENT,BUILDING,FUNCTION,1ST SUBTOTAL
PAGE BREAKS ON: FUND,GRANT,DEPARTMENT

FUND - 42 - SINKING FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP+ENC	AVAILABLE BALANCE
42-453-00-00-000-0000 31900000 SINKING FUND OTHER CO	72,316.00	11,831.00	1,440.00	72,316.00	.00
42-453-01-00-000-0000 31900000 SINKING FUND OTHER CO	.00	.00	.00	.00	.00
42-456-00-00-000-0000 62201699 SINKING FUND BLDG IMP	41,850.00	.00	.00	41,850.00	.00
42-459-00-00-000-0000 31700000 SINKING FUND CONTRACT	.00	.00	.00	.00	.00
42-456-00-06-000-0000 62201700 SINKING FUND BLDG IMP	28,389.24	.00	.00	28,389.24	.00
42-456-00-06-000-0000 62201701 SINKING FUND BLDG IMP	143,713.00	.00	.00	143,713.00	.00
42-456-00-06-000-0000 62201704 SINKING FUND BLDG IMP	125,441.00	.00	48,197.00	125,441.00	.00
42-456-00-06-000-0000 62201706 SINKING FUND BLDG IMP	580,200.00	.00	460,602.60	580,200.00	.00
42-456-00-07-000-0000 64109215 SINKING FUND NEW FURN	199,300.00	.00	66,137.33	199,300.00	.00
42-456-00-08-000-0000 62201697 SINKING FUND BLDG IMP	154,428.11	.00	.00	154,428.11	.00
42-456-00-08-000-0000 62201700 SINKING FUND BLDG IMP	3,225.00	.00	.00	3,225.00	.00
42-456-00-08-000-0000 62201701 SINKING FUND BLDG IMP	30,000.00	.00	.00	30,000.00	.00
42-456-00-08-000-0000 62201703 SINKING FUND BLDG IMP	143,000.00	.00	21,980.48	143,000.00	.00
42-456-00-08-000-0000 62201707 SINKING FUND BLDG IMP	248,700.00	.00	30,990.51	248,700.00	.00
42-456-00-11-000-0000 62201701 SINKING FUND BLDG IMP	23,750.00	.00	.00	23,750.00	.00
42-456-00-12-000-0000 62201697 SINKING FUND BLDG IMP	44,403.19	.00	.00	44,403.19	.00
42-456-00-12-000-0000 62201700 SINKING FUND BLDG IMP	6,410.00	.00	.00	6,410.00	.00
42-456-00-17-000-0000 62201698 SINKING FUND BLDG IMP	9,470.00	.00	.00	9,470.00	.00

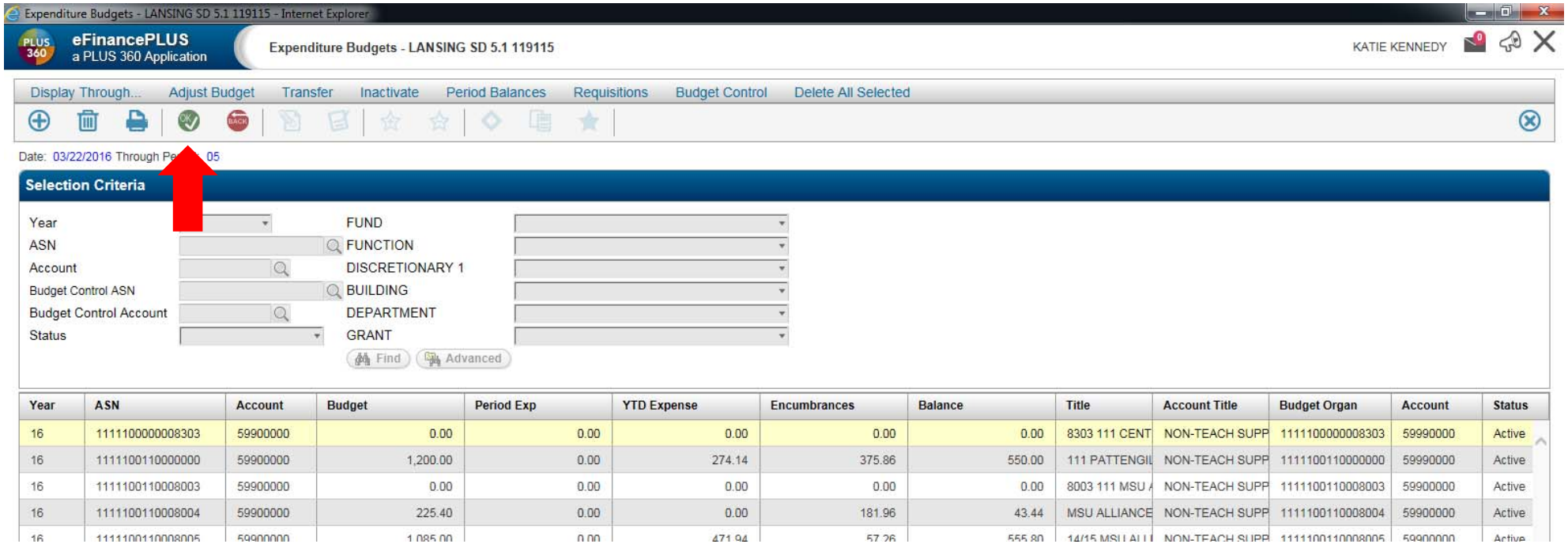
5. How do I view my expenditure ledger?

- **Go to:**
  - Main Menu – Fund Accounting – Entry & Processing – Budget Ledgers – Expenditure Ledger



5. How do I view my expenditure ledger?

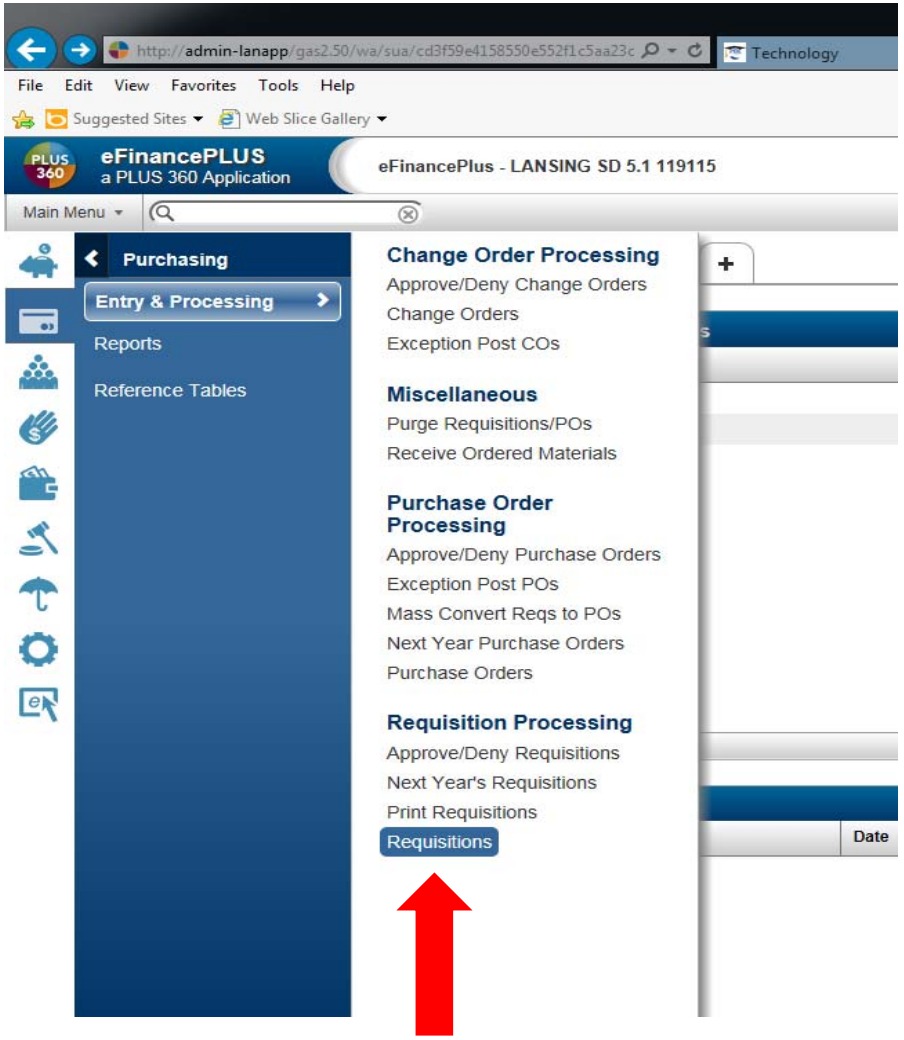
- When the Expenditure Budgets screen pops up, click “OK”. This will show you all of the accounts you have access to.
- If you would like to narrow your search, type in any known information in the boxes under “Selection Criteria”.



Year	ASN	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Budget Organ	Account	Status
16	1111100000008303	59900000	0.00	0.00	0.00	0.00	0.00	8303 111 CENT	NON-TEACH SUPP	1111100000008303	59990000	Active
16	1111100110000000	59900000	1,200.00	0.00	274.14	375.86	550.00	111 PATTENGIL	NON-TEACH SUPP	1111100110000000	59990000	Active
16	1111100110008003	59900000	0.00	0.00	0.00	0.00	0.00	8003 111 MSU A	NON-TEACH SUPP	1111100110008003	59900000	Active
16	1111100110008004	59900000	225.40	0.00	0.00	181.96	43.44	MSU ALLIANCE	NON-TEACH SUPP	1111100110008004	59900000	Active
16	1111100110008005	59900000	1,085.00	0.00	471.94	57.26	555.80	14/15 MSU ALU	NON-TEACH SUPP	1111100110008005	59900000	Active

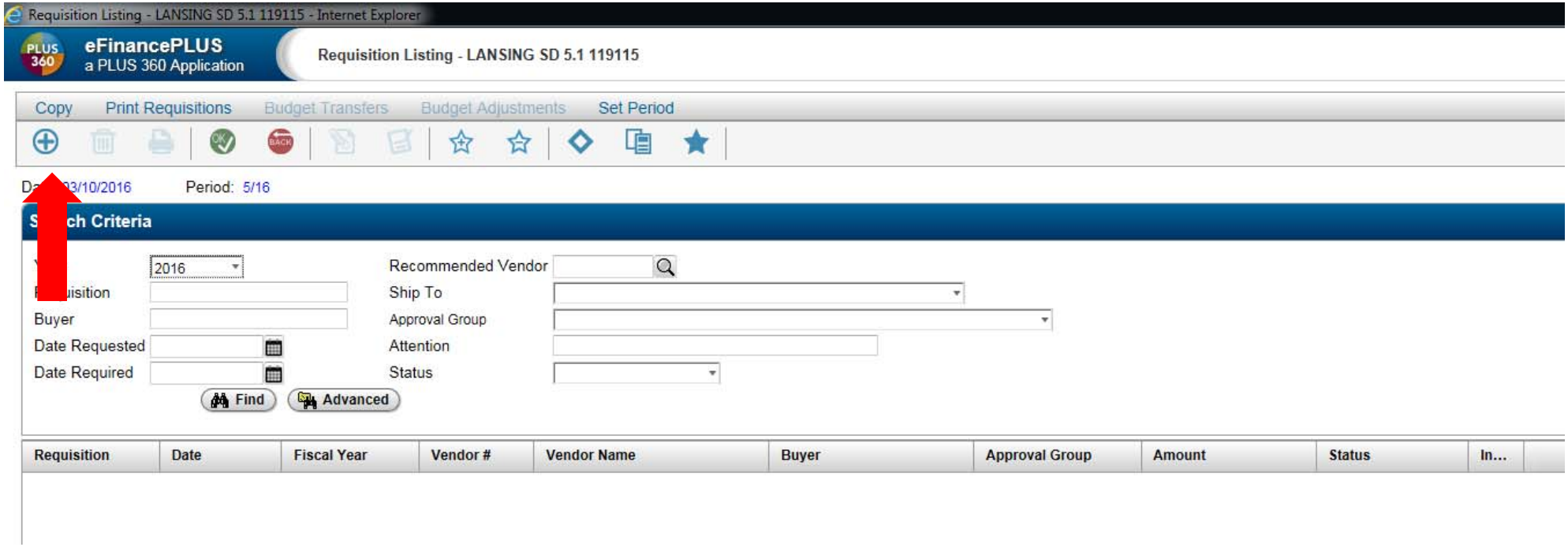
6. How do I enter a requisition?

- **Go to:**
  - Main Menu – Purchasing – Requisition Processing - Requisitions



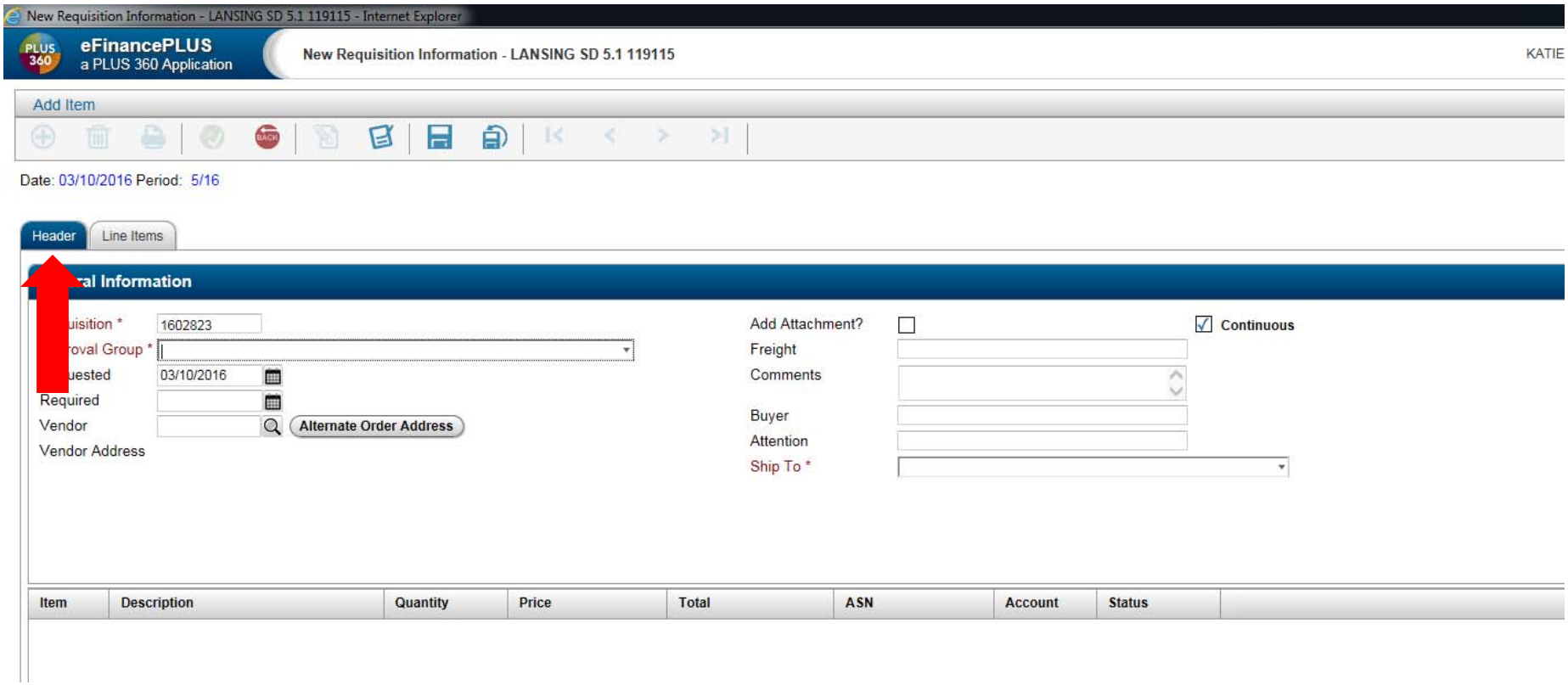
6. How do I enter a requisition?

- When the requisitions screen pops up, click the plus button in the upper left hand corner to create a new requisition.



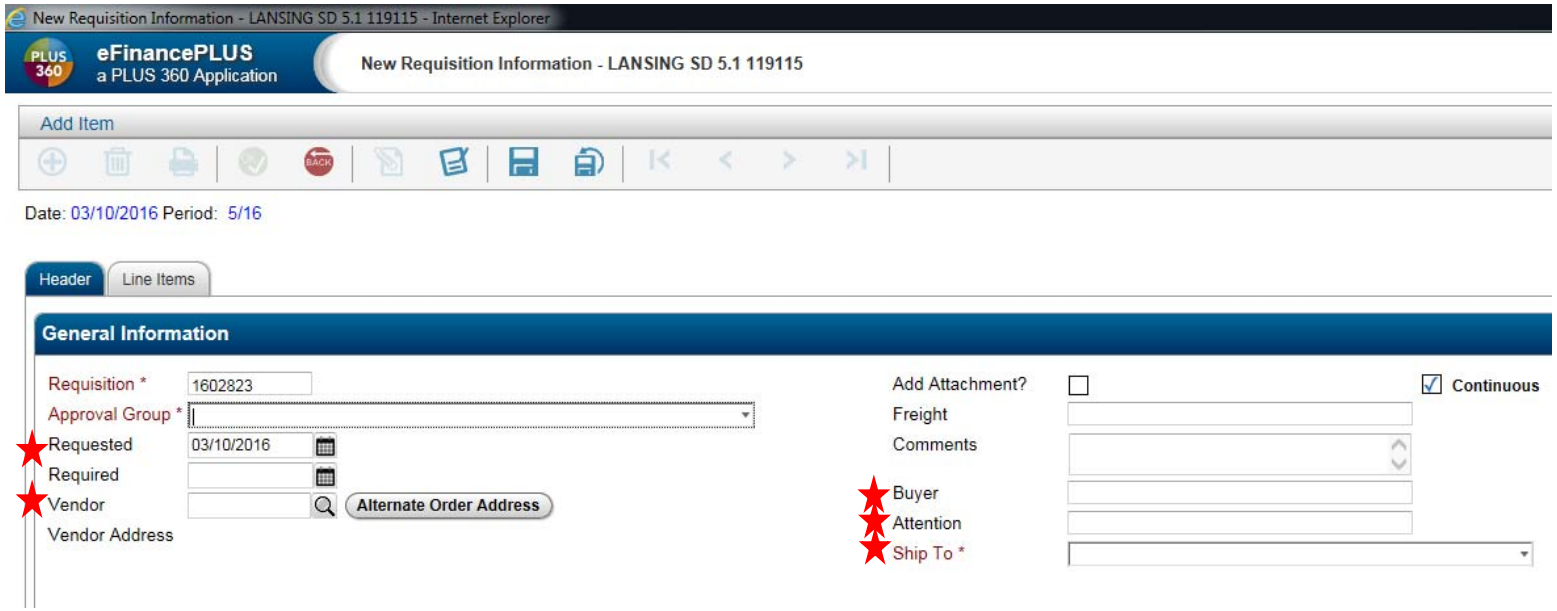
6. How do I enter a requisition?

- This is what a new requisition screen looks like.
- You will start by completing the “Header” tab.



Required items to fill out in the “Header” tab:

1. Approval Group
2. Vendor
3. Buyer
4. Attention
5. Ship To



1. Approval Group

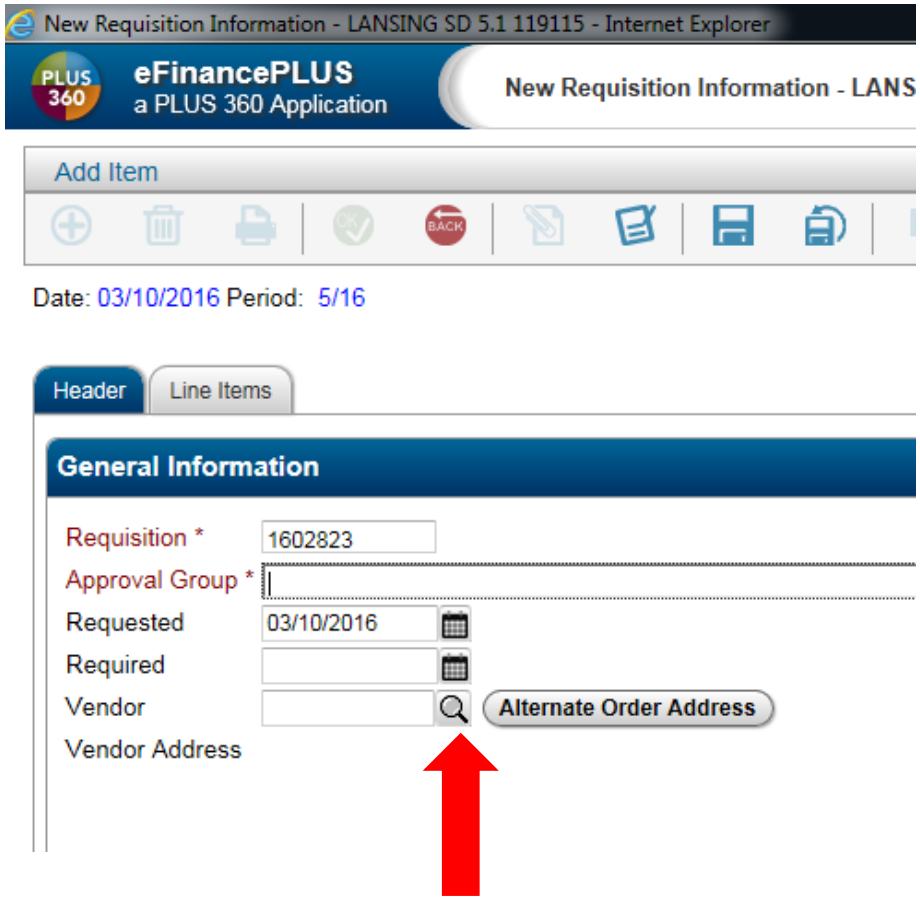
- **6 Basic Types:**
  1. **NGF** – Non Grant Funded
     a) Most common
     b) Grant = 0000
  2. **GF** – Grant Funded
     a) Grant is anything but 0000
  3. **NGFE** – Non Grant Funded Equipment
     a) Grant = 0000
     b) AND object code = 6*** or 3450
  4. **GFE** – Grant Funded Equipment
     a) Grant is anything but 0000
     b) AND object code = 6*** or 3450

- **Approval Number:**
  - Always equal to Department Code
    - Ex: 270 – HR
  - If Department Code is blank (000) then the number defaults to Building Code
    - Ex: 08 - Everett

ASN							ACCOUNT	
11	125	00	08	120	1518		5990	0000
Fund	Function Code	Descriptive	Building	Department	Grant		Object Code	Activity/Course Code

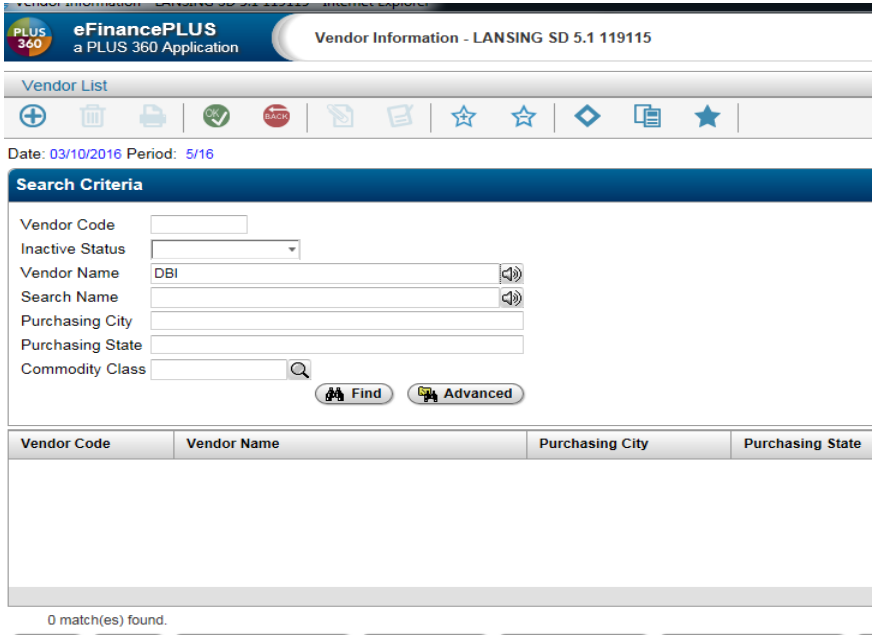
2. Vendor

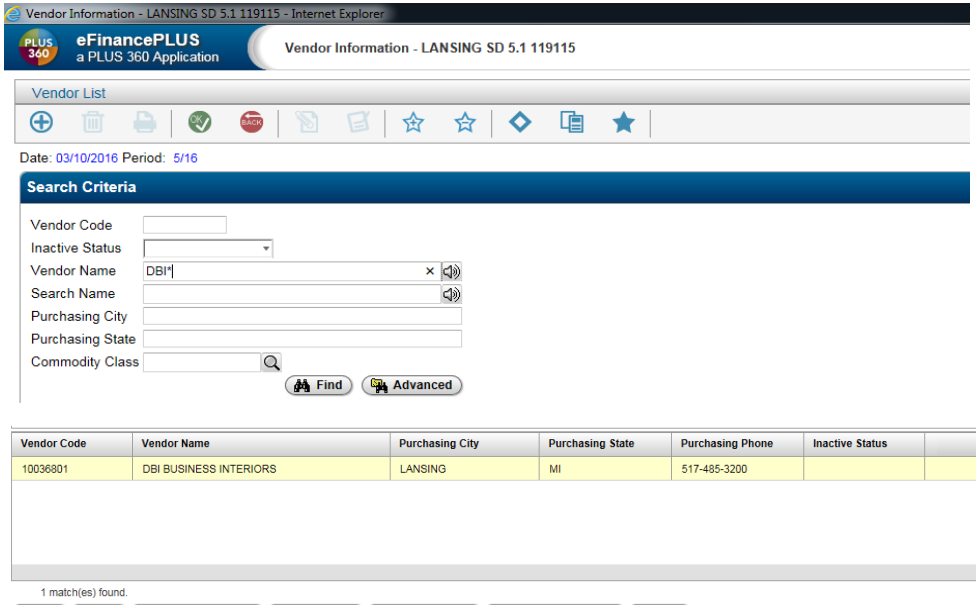
- Search for the vendor you wish to use by clicking on the magnifying glass.



Vendor Search

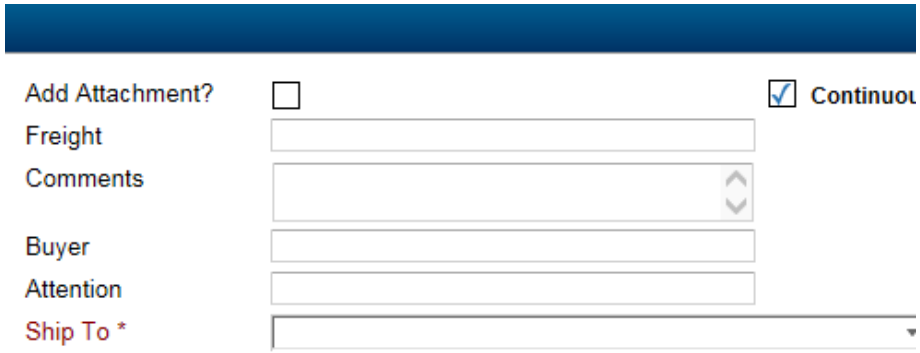
- When searching for vendors, accounts, etc., use an asterisk (*) as a wild card before and/or after to show all items that may be related to your search.
- Click on the vendor you wish to use and the click the green OK button to have the vendor automatically fill in.





3. Buyer

- Press the “tab” button on your keyboard until you reach the “Buyer” box.
- Enter your name



4. Attention

- Press the “tab” button one time until you reach the “Attention” box.
- Enter the name of the person buying the items and/or your name.

5. Ship To

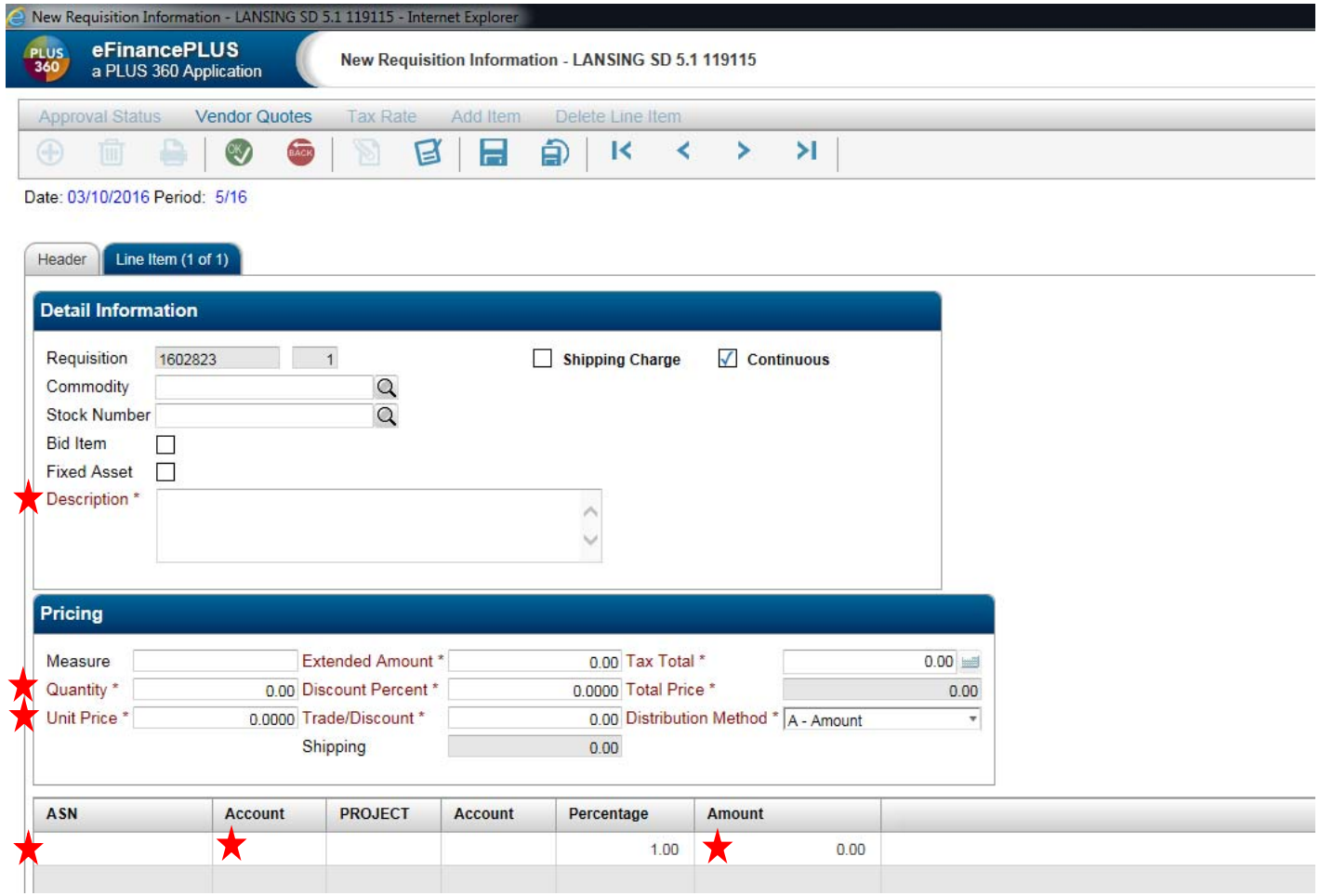
- Press the “tab” button one time until you reach the “Ship To” box.
- Click the down arrow and select the building you want the items to be delivered to.

Required items to fill out in the “Line Items” tab:

1. Description
2. Quantity
3. Unit Price
4. ASN
5. Account
6. Amount

Note: Please leave the following **blank**

- Commodity
- Stock Number
- Bid Item
- Fixed Assets



1. Description

- This is the most important part of the requisition. The more information, the better!
- Please use the following templates for your requisition description.
- 1 Quote is required for all orders over $3,000. 3 Quotes are required for all orders over $10,000
- DO NOT FORGET TO ADD A SHIPPING LINE. You must calculate the shipping or your requisition will be sent back for correction. If shipping is free, write FREE SHIPPING in the comments box.

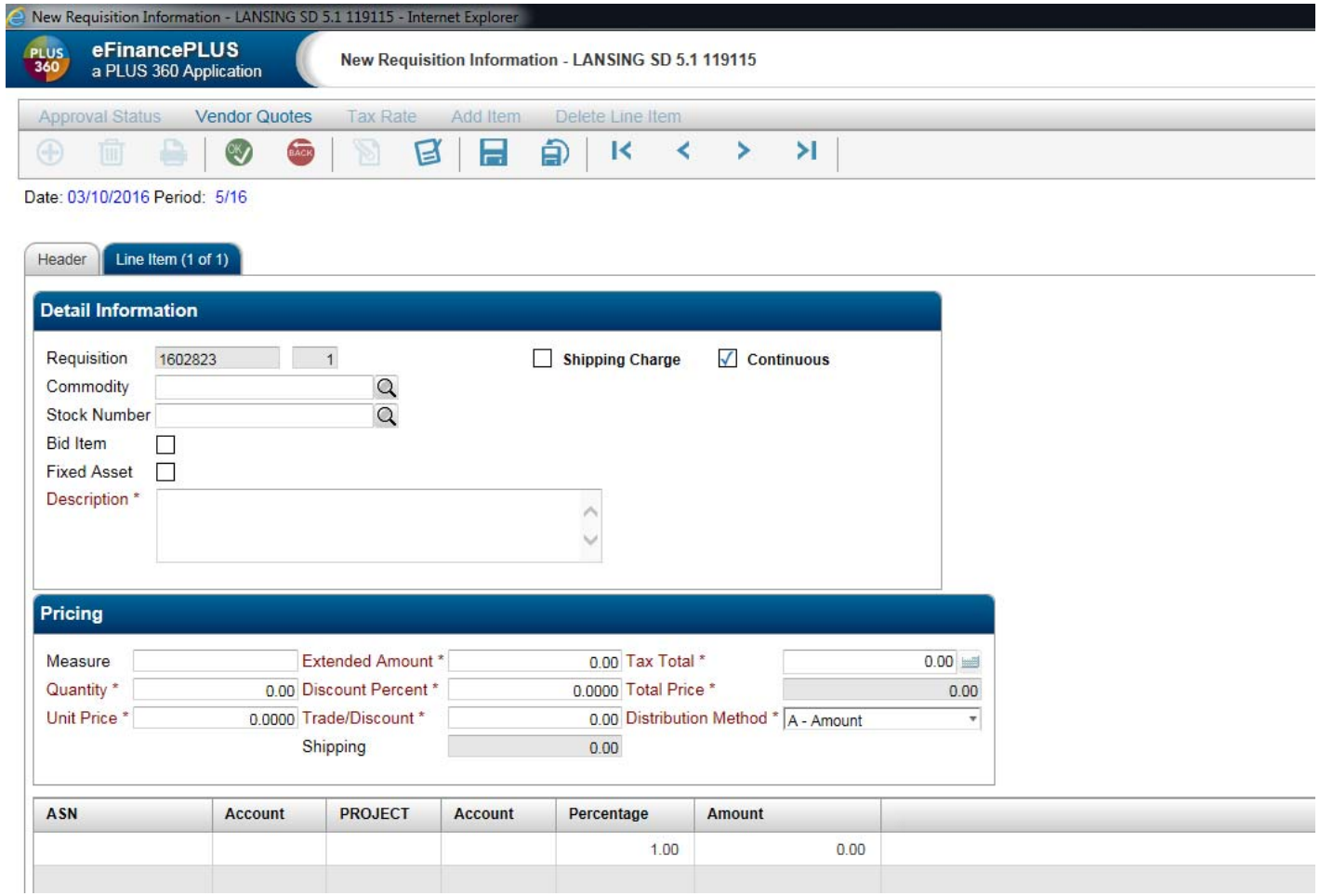
Specific Purchase Order (Items not yet ordered or received)	• Item # • Description of Item • Quote # - “Please attach to PO when sent to vendor”
Blanket Purchase Order	• Blanket PO for [description] to be ordered by [name(s)]. Order by 06/01/20xx. Do not exceed PO amount.
Payment for Invoice **THIS IS FOR EMERGENCIES ONLY – ORDERS SHOULD NEVER BE PLACED WITHOUT AN APPROVED PO**	• Invoice # • Description of items/services on invoices

1. Description

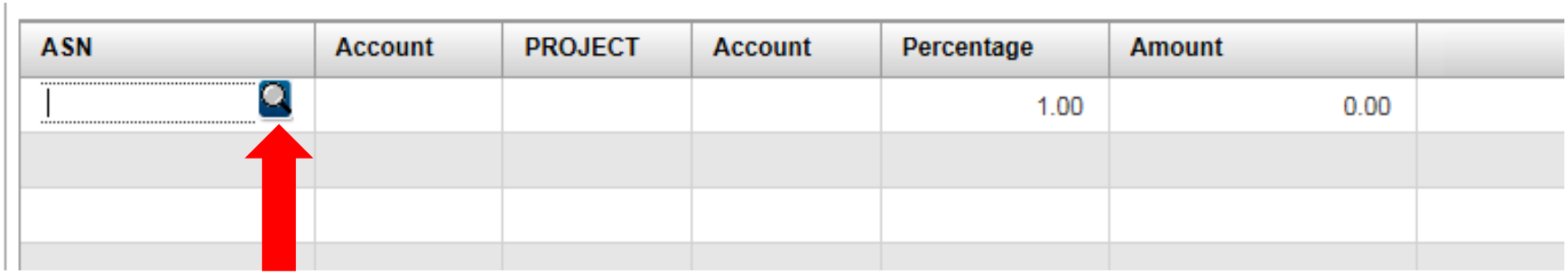
Conference Registration	• When possible, conferences should be paid for with District Purchasing card. Be sure to have a fully approved CRF on file.
Conference Hotel	• HOTELS SHOULD BE PAID FOR WITH DISTRICT PURCHASING CARD
CSA	• CSA for [Name] for [Description] to be paid [frequency, dates, amounts]. **NEEDS TO BE SUBMITTED MINIMUM OF 30 DAYS PRIOR T SERVICES BEING RENDERED!**
Mileage Reimbursement	• Mileage Reimbursement for [Name] for [Dates traveled]. • Note: Make sure to have the correct milage rate.

Once you have completed the description, hit the tab button to fill out the rest of the required fields.

2. **Quantity**
3. **Unit Price**
4. **ASN**
5. **Account**
6. **Amount**



If you do not know the ASN or Account to use, you can click on the magnifying glass to search for an ASN or Account the same way we search for vendors.



SHIPPING

ALWAYS REMEMBER TO INCLUDE A SHIPPING LINE ITEM

Here are some common vendors with predetermined shipping amounts (subject to change):

Apple – no shipping charge

CDWG– no shipping charge

Presidio– no shipping charge

Precision Data Productions– no shipping charge

DBI– no shipping charge

Central Michigan Paper – no shipping charge over $250

School Specialty – no shipping charge over $29

Lakeshore Learning -15% shipping

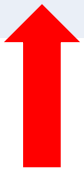
Classroom Direct – Free shipping on orders over $49

HC Berger – 3% shipping for items in the scope of your copier agreement, 5.5% for any other supplies not covered in your agreement.

Grant Funded Purchases

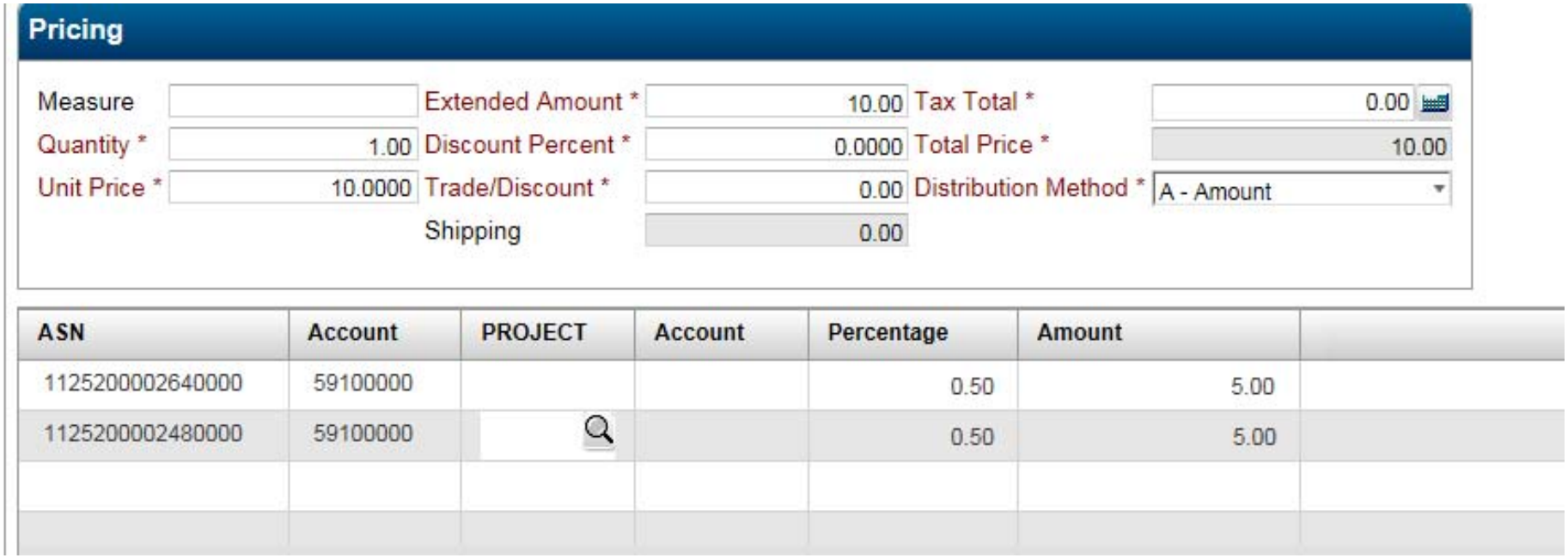
- When entering a requisition using grant funds, make sure to check the grant narrative/budget to make sure the items you are purchasing are **allowable**.

ASN							ACCOUNT	
11	125	00	08	120	1518		5990	0000
Fund	Function Code	Descriptive	Building	Department	Grant		Object Code	Activity/Course Code



Split Funded Purchases

- If you want to purchase an item and use multiple accounts, simply put the amount for that particular funding line and hit tab, this will bring you down to line 2 and you will proceed with the same processes of associating ASN & Account numbers and amounts until the line item is fully funded.



Pricing

Measure		Extended Amount *	10.00	Tax Total *	0.00
Quantity *	1.00	Discount Percent *	0.0000	Total Price *	10.00
Unit Price *	10.0000	Trade/Discount *	0.00	Distribution Method *	A - Amount
		Shipping	0.00		

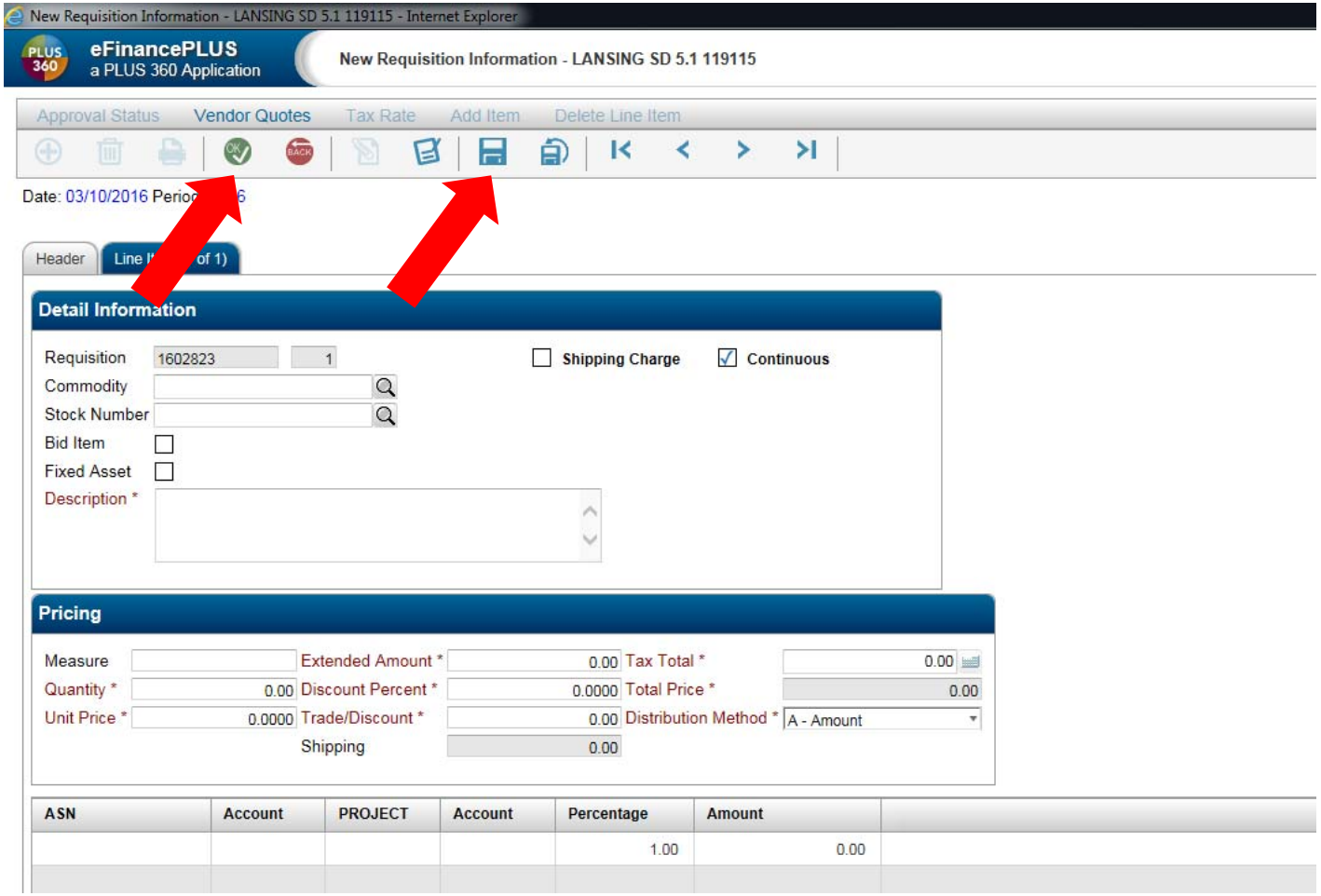
ASN	Account	PROJECT	Account	Percentage	Amount
1125200002640000	59100000			0.50	5.00
1125200002480000	59100000			0.50	5.00

Split Funded Purchases – Grant & Non Grant

- **NEVER** comingle grant and non grant accounts on one requisition. Please submit two separate requisitions and include the corresponding requisition number in the description so they can be sent to the vendor together.
  - Example:
    - Req # 1601234 Description: “Corresponds with Requisition 1601235”
    - Req # 1601235 Description: “Corresponds with Requisition 1601234”

ASN							ACCOUNT	
11	125	00	08	120	1518		5990	0000
Fund	Function Code	Descriptive	Building	Department	Grant		Object Code	Activity/Course Code

- Once you have finished filling out the line item tab for your first item, click the Green OK Button in the upper Left corner to advance to the next line item.
- If this is your only line item and there are no additional line items, click the save button to submit your requisition for review.



7. What do I do with purchasing/accounting documents?

*Purchasing@lansingschools.net
- -All requisition and purchase order questions
- -Requisition documentation (Quotes)

*PCards@lansingschools.net
- -Purchasing card logs, receipts
- -All purchasing card questions

*Staffing@lansingschools.net
- -Personnel requisitions, Co-Curricular Forms, Additional Hour Time Sheets

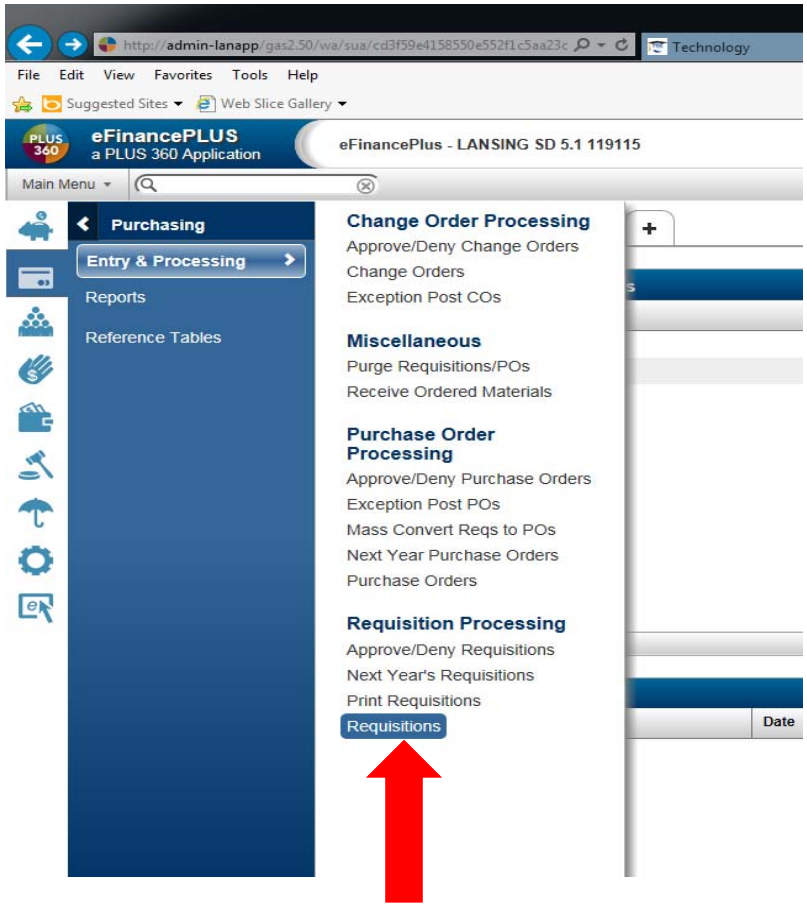
*AP@lansingschools.net
- -Packing Slips, Invoices, Statements

*hrdept@lansingschools.net
- -Overload Forms, Traveling Teacher Forms

*Accounting@lansingschools.net
- -Budget transfers and Expense Transfer forms
- -New account requests
- -Grant accounting questions

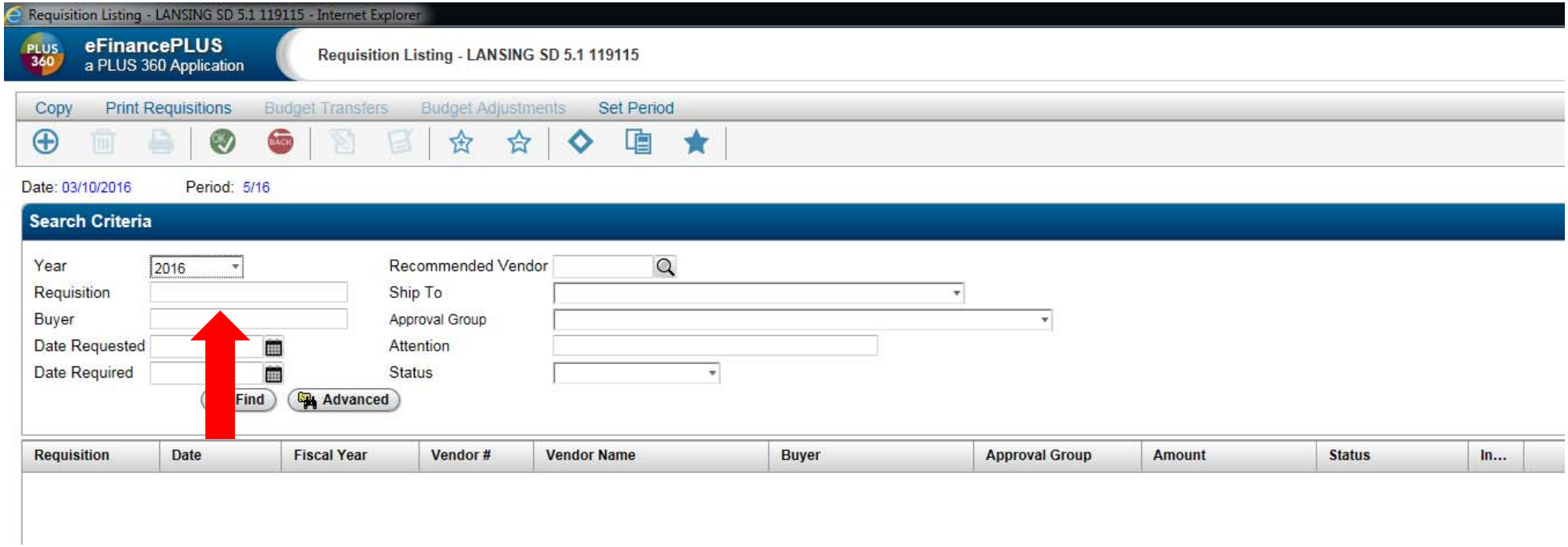
8. My requisition was returned, how do I correct it?

- **Go to:**
  - Main Menu – Purchasing – Requisition Processing – Requisitions



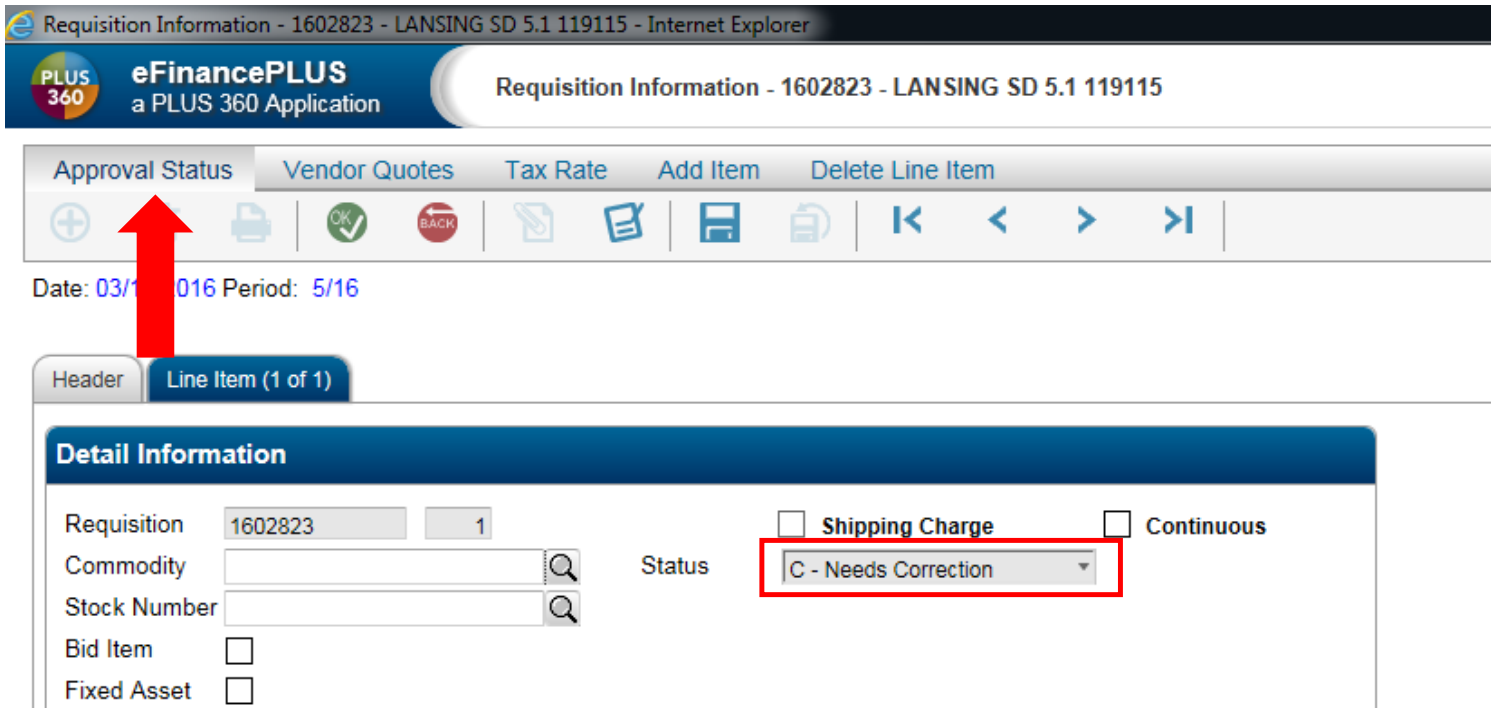
8. My requisition was returned, how do I correct it?

- When the requisitions screen pops up, enter the requisition number you wish to correct/change and then double click on the requisition to open it.



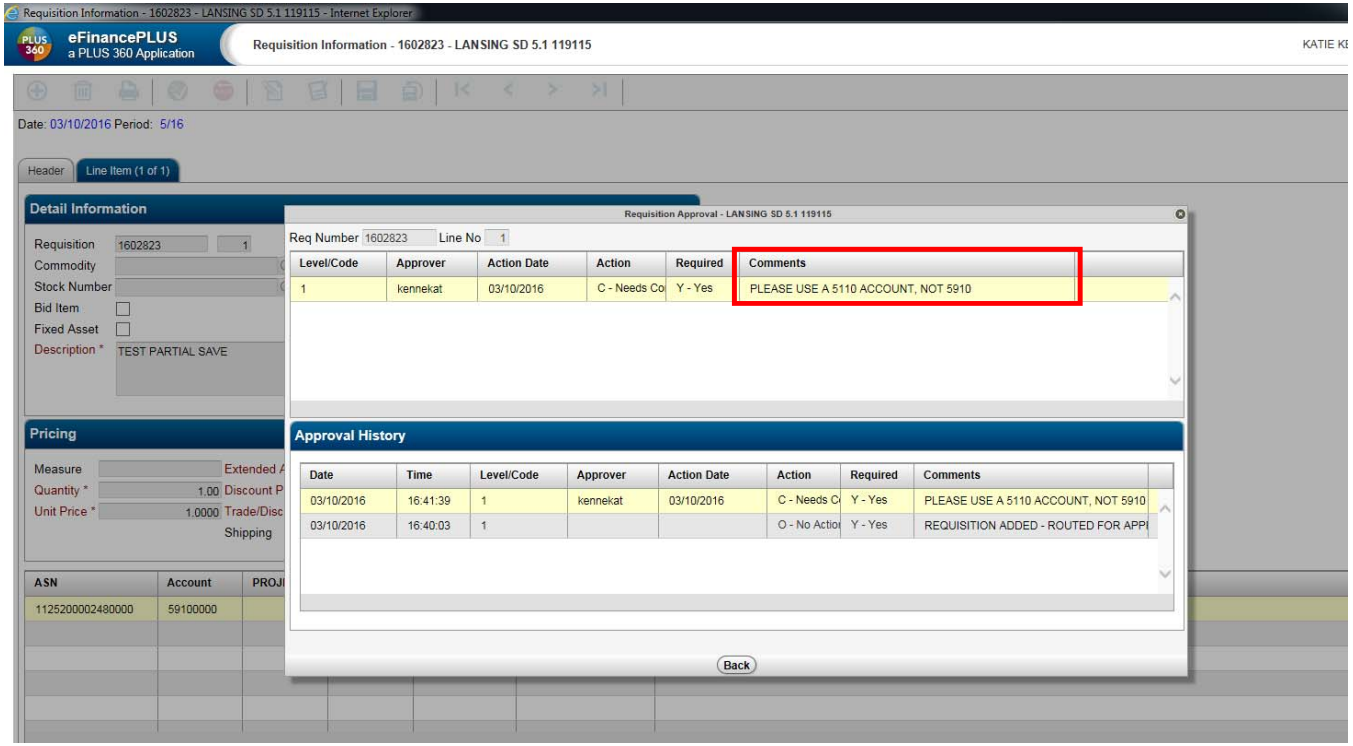
8. My requisition was returned, how do I correct it?

- Once you have the requisition pulled up, click the “Line Items” tab.
- Click “approval status” on the top right corner of the screen.



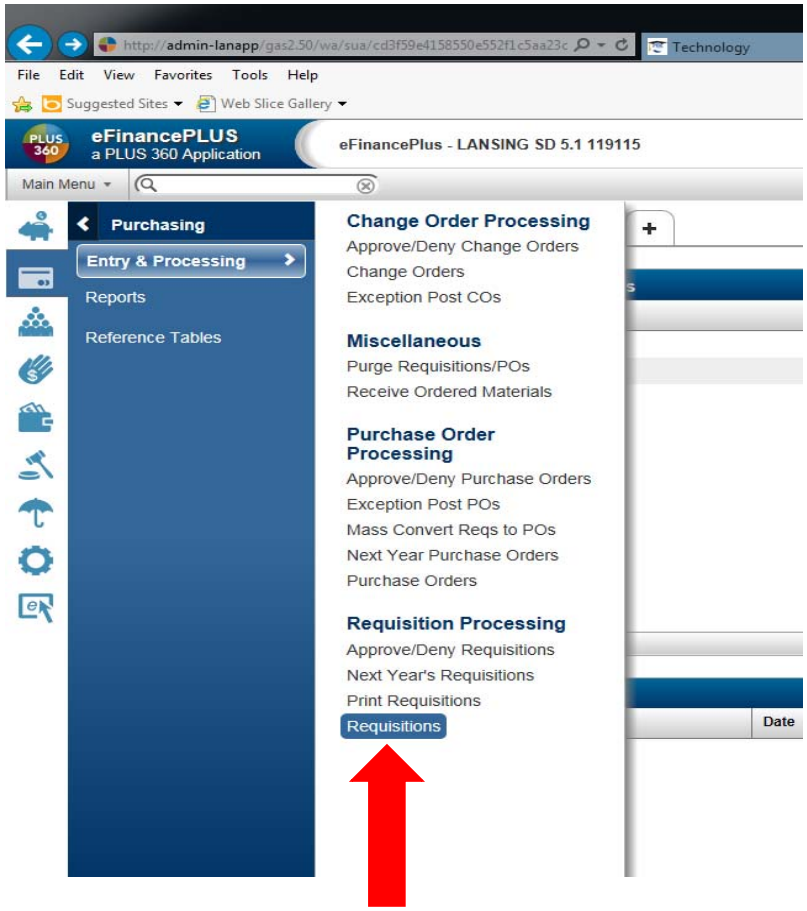
8. My requisition was returned, how do I correct it?

- This screen will tell you the why the line item was returned for correction.
- When finished reading the comments, click back and adjust your requisition accordingly. When finished correcting the requisition, click “Save” so the requisition can be routed back for approval.



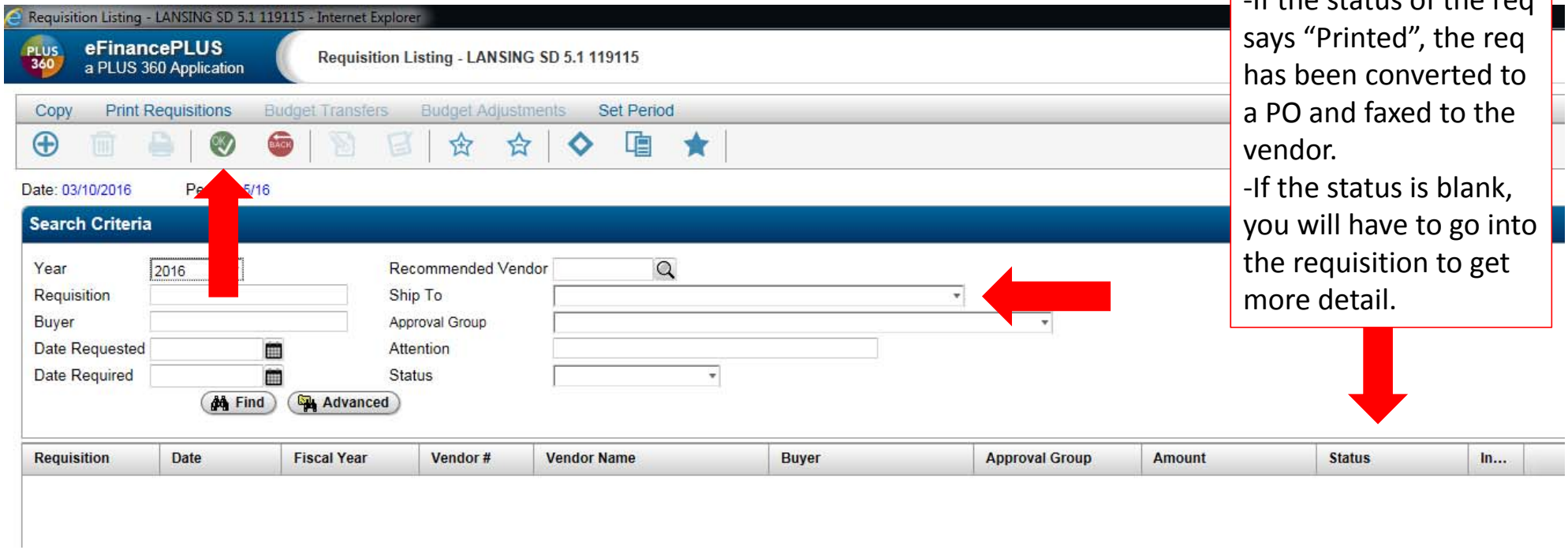
9. What is the status of my requisition?

- **Go to:**
  - Main Menu – Purchasing – Requisition Processing – Requisitions



9. What is the status of my requisition?

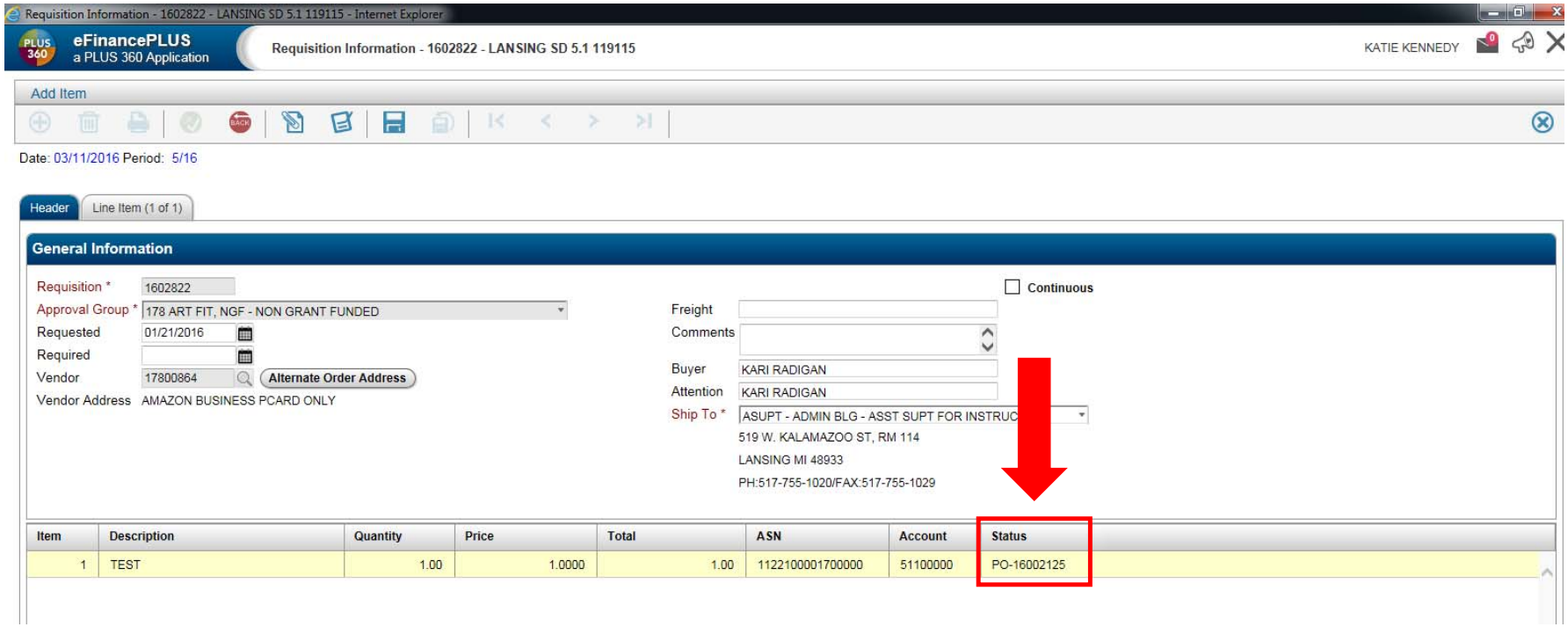
- When the requisitions screen pops up, enter the requisition number you wish to check the status of and click the green “OK” button.
- If you do not know the requisition number, you can use the “Ship To” dropdown and click on your building before hitting “OK”. This will pull up all requisitions that your building has submitted. You can look through the list and double click on the one you wish to check on.



-If the status of the req says “Printed”, the req has been converted to a PO and faxed to the vendor.
-If the status is blank, you will have to go into the requisition to get more detail.

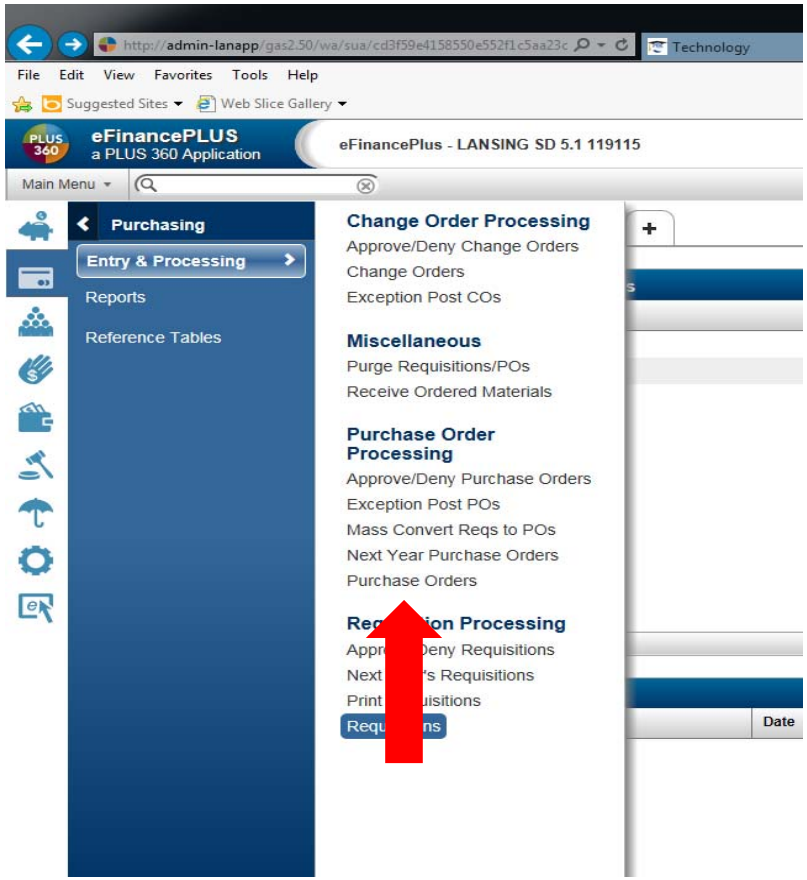
9. What is the status of my requisition?

- Once inside the requisition, the status will say “Open”, “Needs Correction”, or “PO #xxxxxxxx”
- If this requisition is Open or in Needs Correction, purchasing has not yet approved the requisition and may be waiting on the required supporting documentation or for you to update this requisition. Please see the previous section of this guide to find out how to correct a requisition.
- If this requisition has a PO # assigned, it has been approved at the requisition level but still needs to be approved by all necessary signers at the PO level.



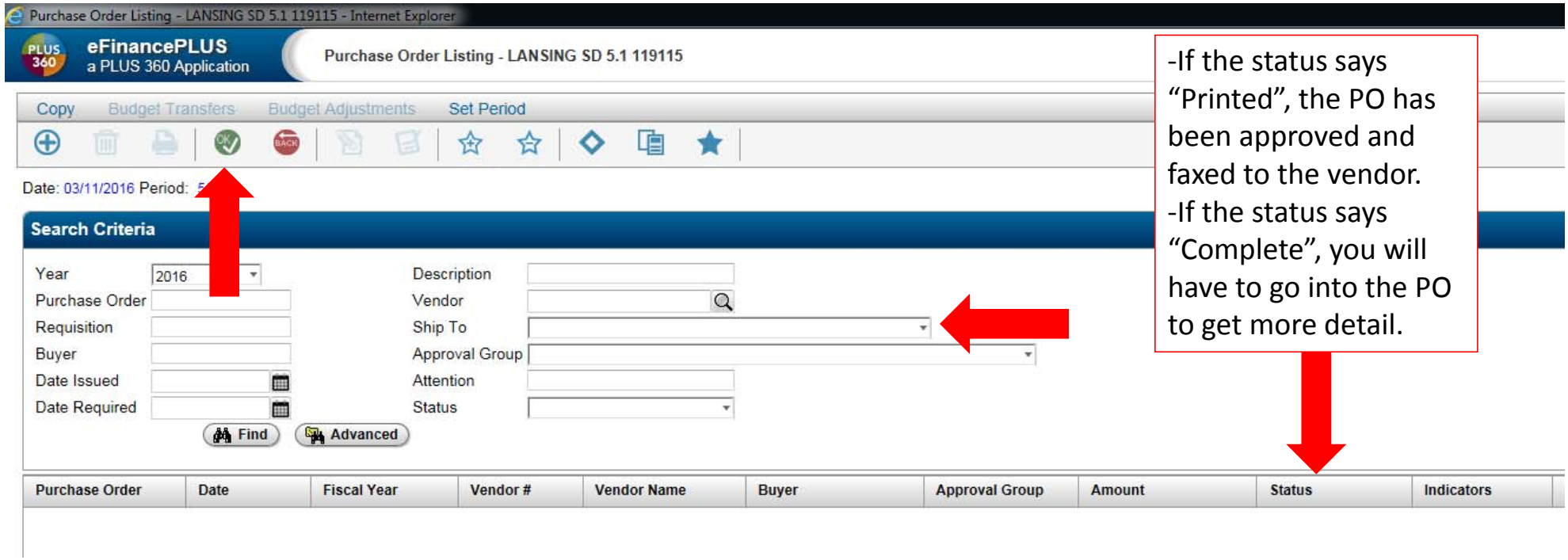
10. What is the status of my PO?

- **Go to:**
  - Main Menu – Purchasing – Purchase Order Processing – Purchase Orders



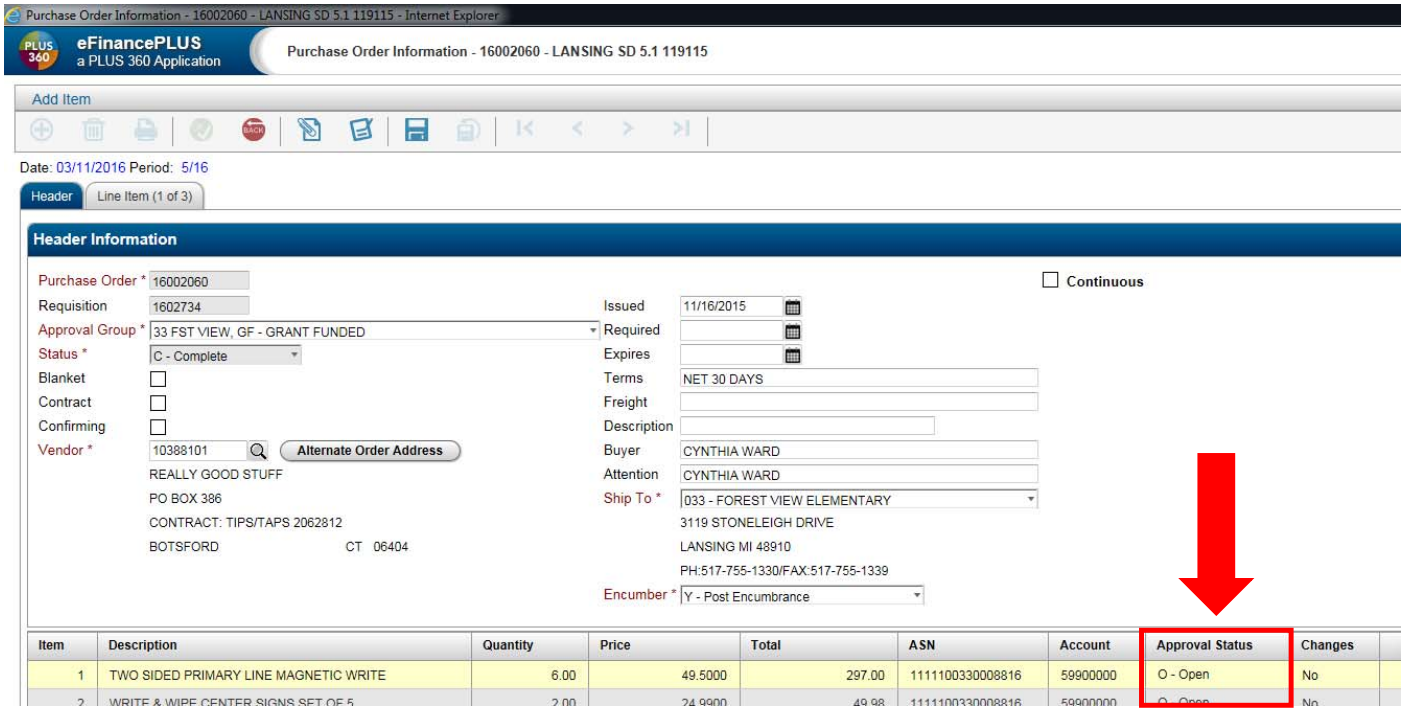
10. What is the status of my PO?

- When the purchase order screen pops up, enter the PO number you wish to check the status of and click the green “OK” button.
- If you do not know the PO number, you can use the “Ship To” dropdown and click on your building before hitting “OK”. This will pull up all PO’s that your building has submitted. You can look through the list and double click on the one you wish to check on.



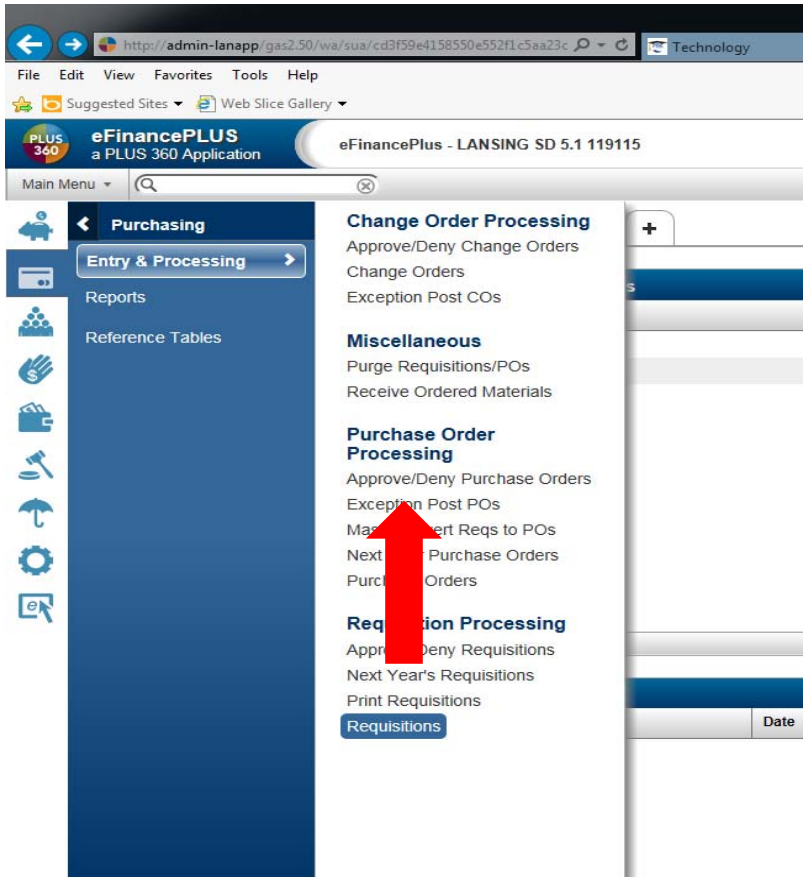
10. What is the status of my PO?

- Once inside the PO, the status will say “Open”, “Needs Correction”, “Partly Approved”, or “Posted”
- If this requisition is “Open”, “Partly Approved”, or in “Needs Correction”, this has not yet been fully approved and may be waiting for you to update this PO. Please see the previous section of this guide to find out how to correct a requisition. Correcting a PO is very similar to correcting a requisition.
- If this PO says “Posted”, it has just been fully approved and will be printed and faxed to the vendor within one business day.



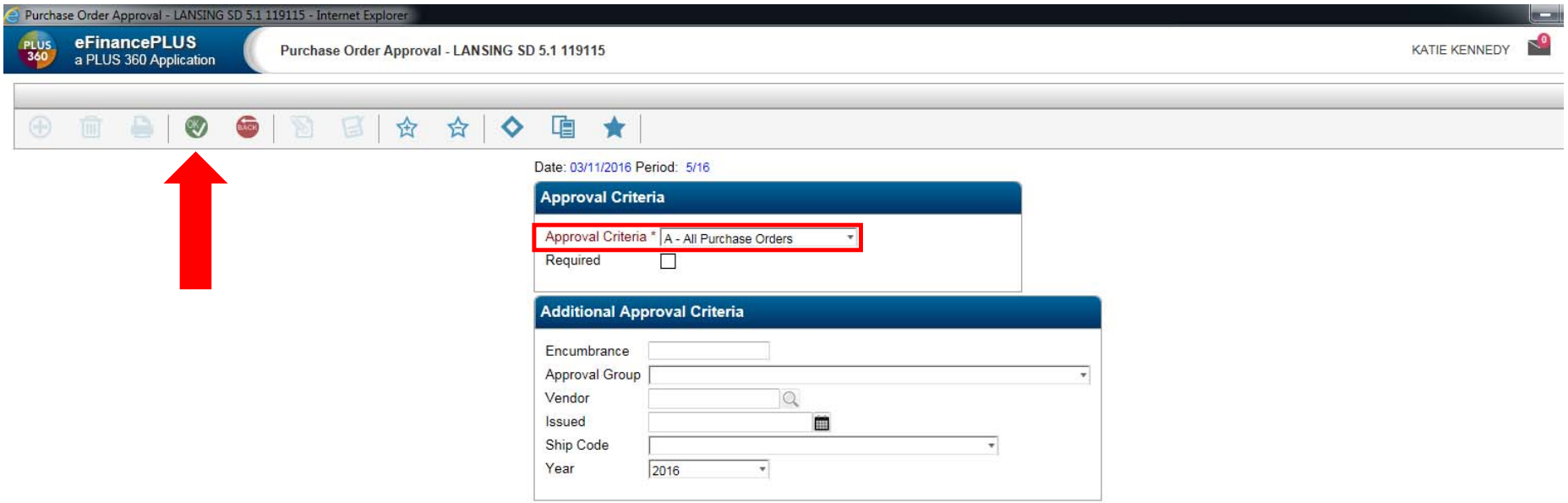
11. How do I approve a PO?

- **Go to:**
  - Main Menu – Purchasing – Purchase Order Processing – Approve/Deny Purchase Orders



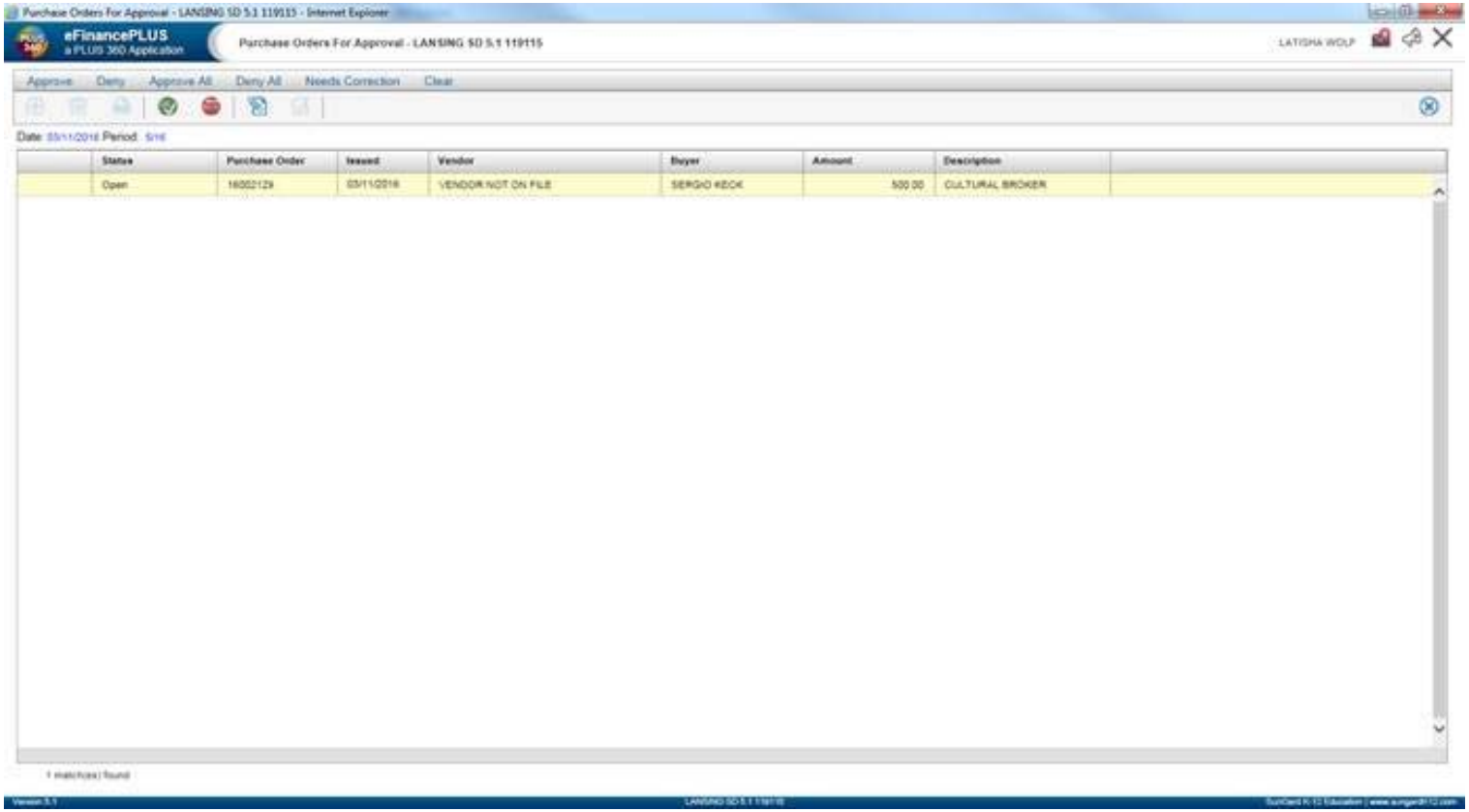
11. How do I approve a PO?

- Once the screen pops up you can choose to look at all PO's needing approval or you can use the drop down to select "Approved at Lower Level". This will show you only the Purchase Orders to approve when it is your turn to approve them. Approving PO's when it is your turn is the recommended option, but you may approve all PO's if necessary.
- Click the green "OK" button to view PO's for approval.



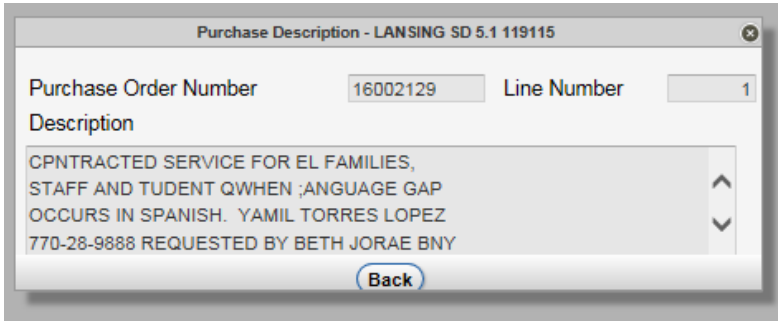
11. How do I approve a PO?

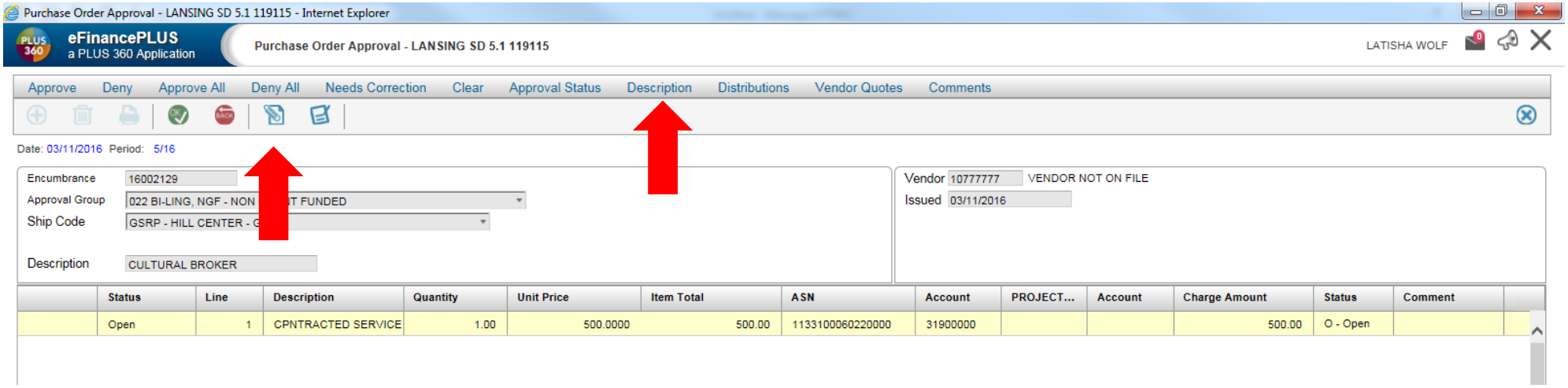
- Next you will see a list of PO's pending your approval. Double click on each one to view the details of the PO.



11. How do I approve a PO?

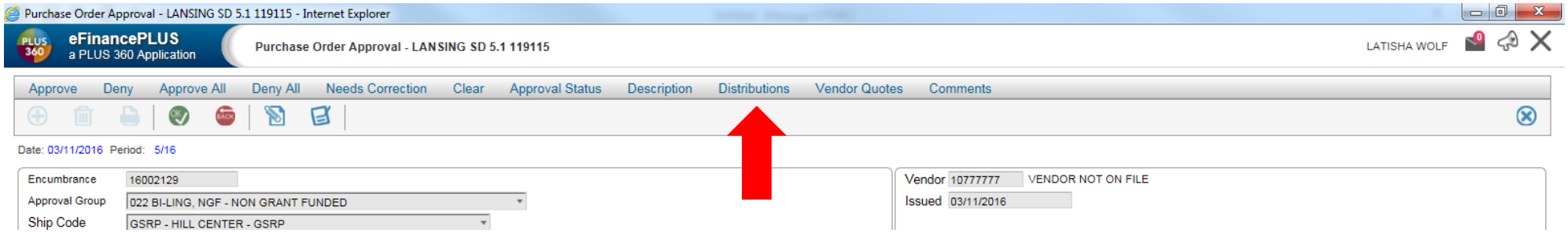
- Once you are in the PO you would like to review, click the description box to carefully read the FULL description of the items being purchased.
- You may also click on the “Attachments” to view any related documents.
- Make sure to review each line of the PO carefully.

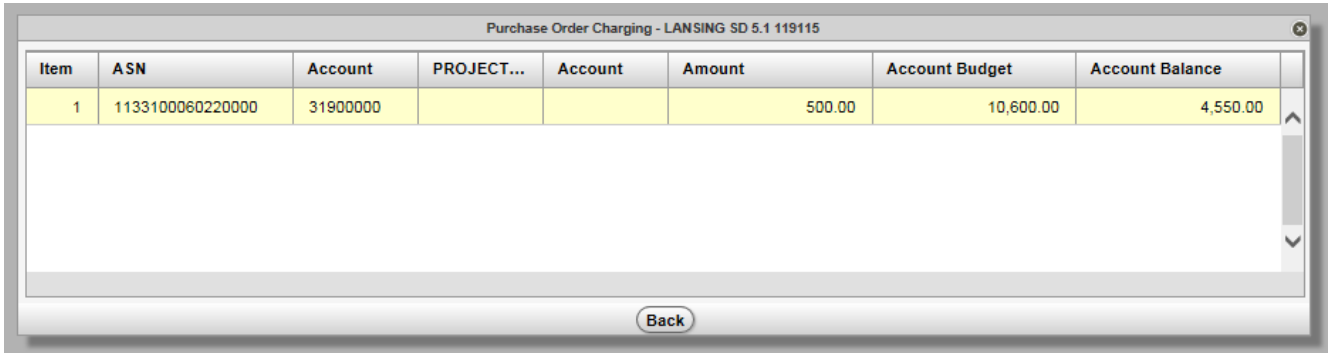




11. How do I approve a PO?

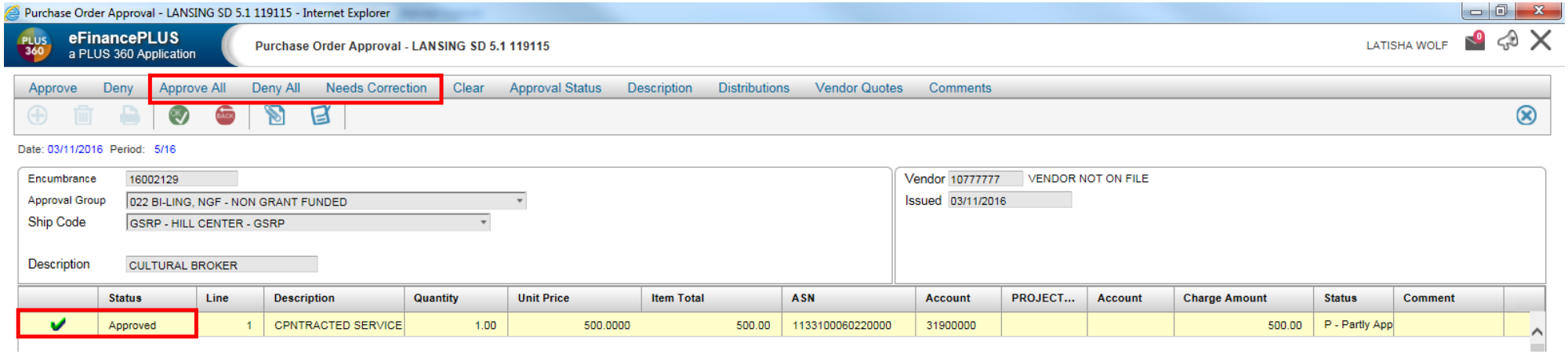
- If an item is split funded the account will say “Multiple”. Click on “Distributions” towards the top of the screen to get a breakdown by account.





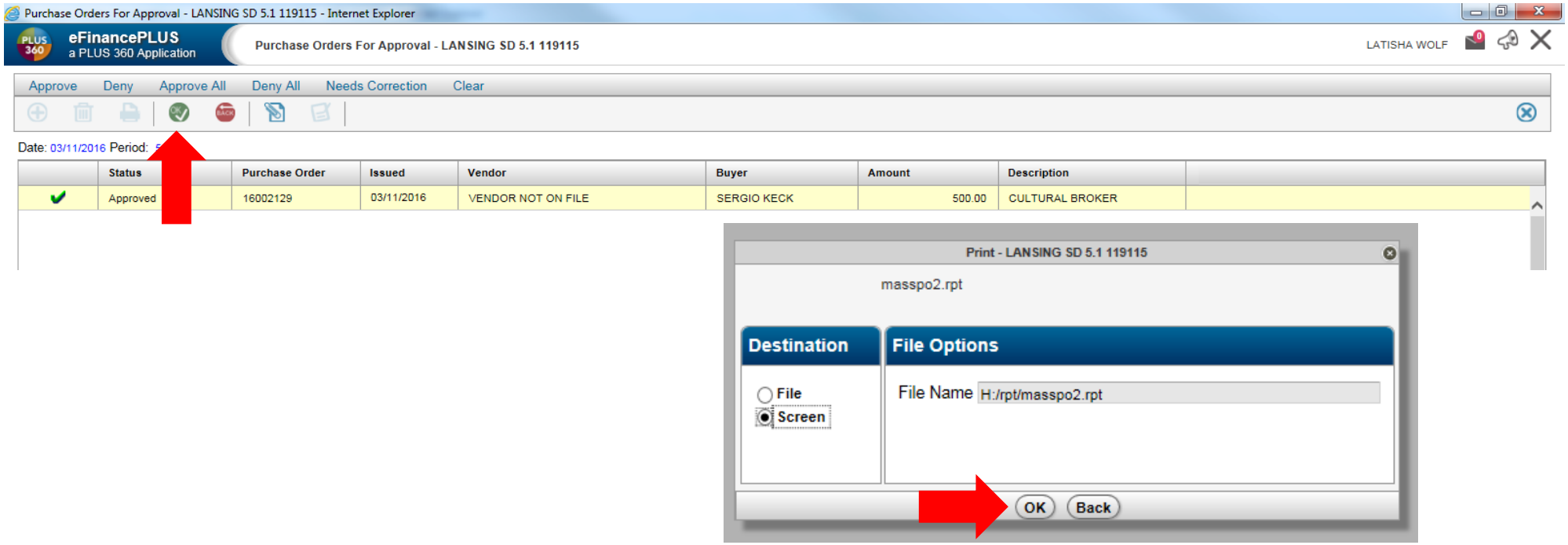
11. How do I approve a PO?

- If you would like to approve the PO, click the “Approve All” button.
- Otherwise, you can click “Deny All” or “Needs Correction” as you see fit.
- Once finished, click the green “OK” to go back to the list of PO’s for approval.
- Using the “Approve All” and “Deny All” buttons are recommended so you do not forget to approve one of the line items accidentally. If only some of the items are approved the PO can get stuck in the system.



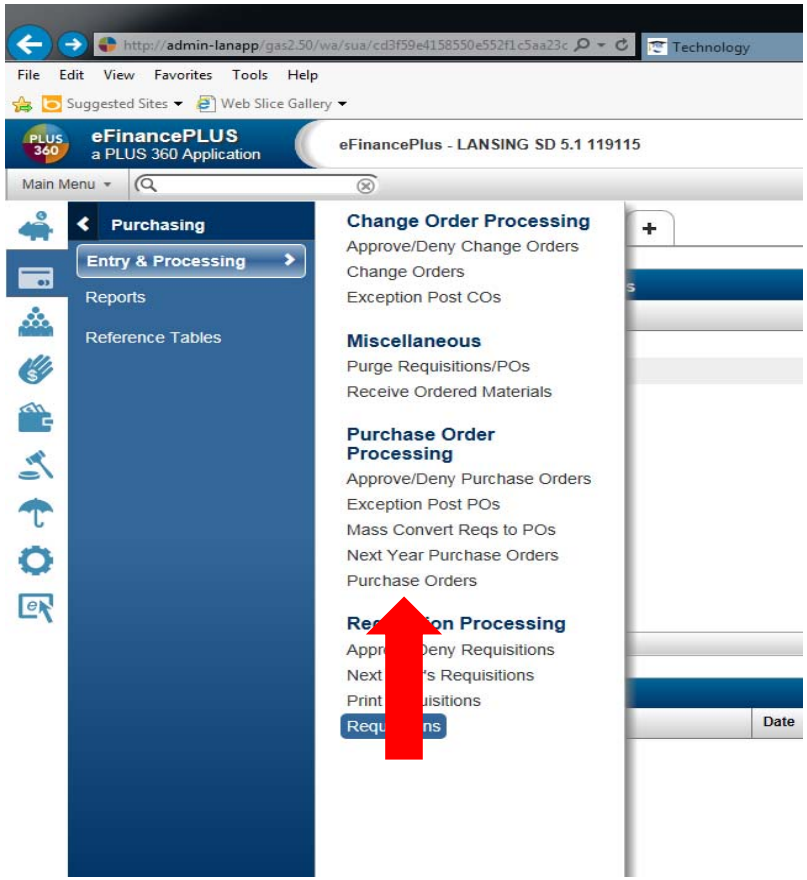
11. How do I approve a PO?

- Once all the purchase orders for review are “Approved”, “Denied”, or sent back for “Needs Correction”, click the green “OK” button to finalize your status assigned to each PO.
- A pop up box will appear, click “OK”, and a report will generate.
- Click “Open” at the bottom of your screen to open the report
- You can print or save this report for your records if you would like, otherwise, you can just close out of the report.



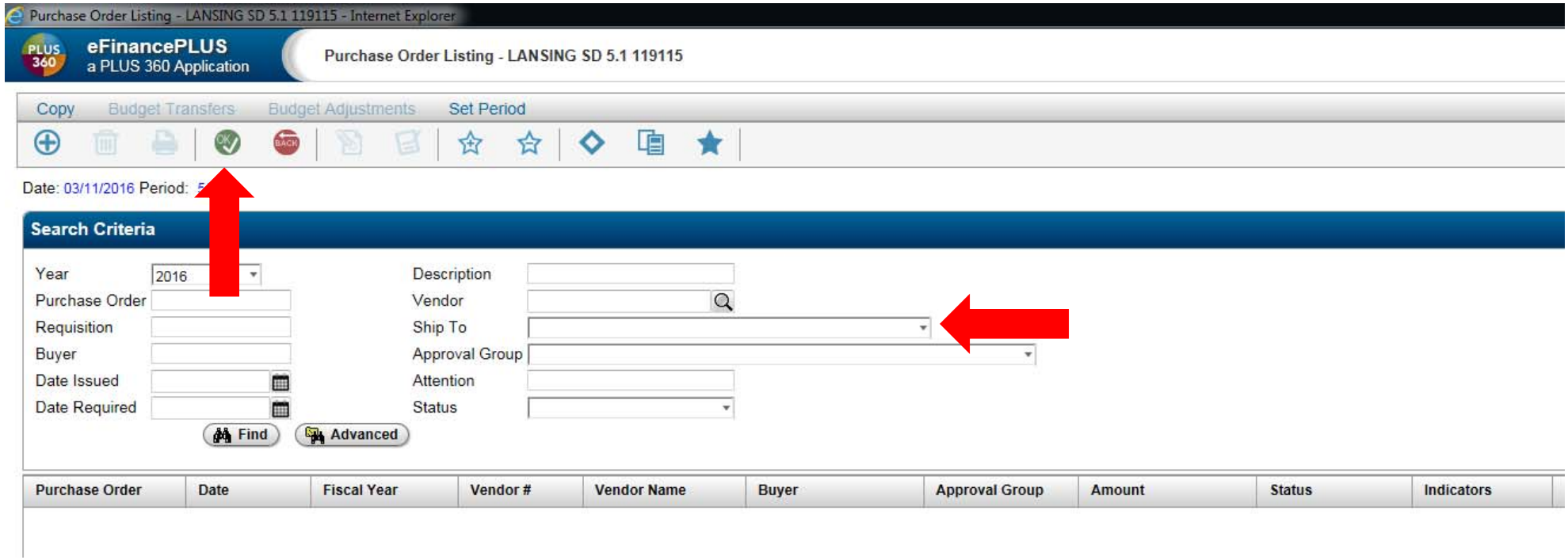
12. How much is left on my blanket PO?

- **Go to:**
  - Main Menu – Purchasing – Purchase Order Processing – Purchase Orders



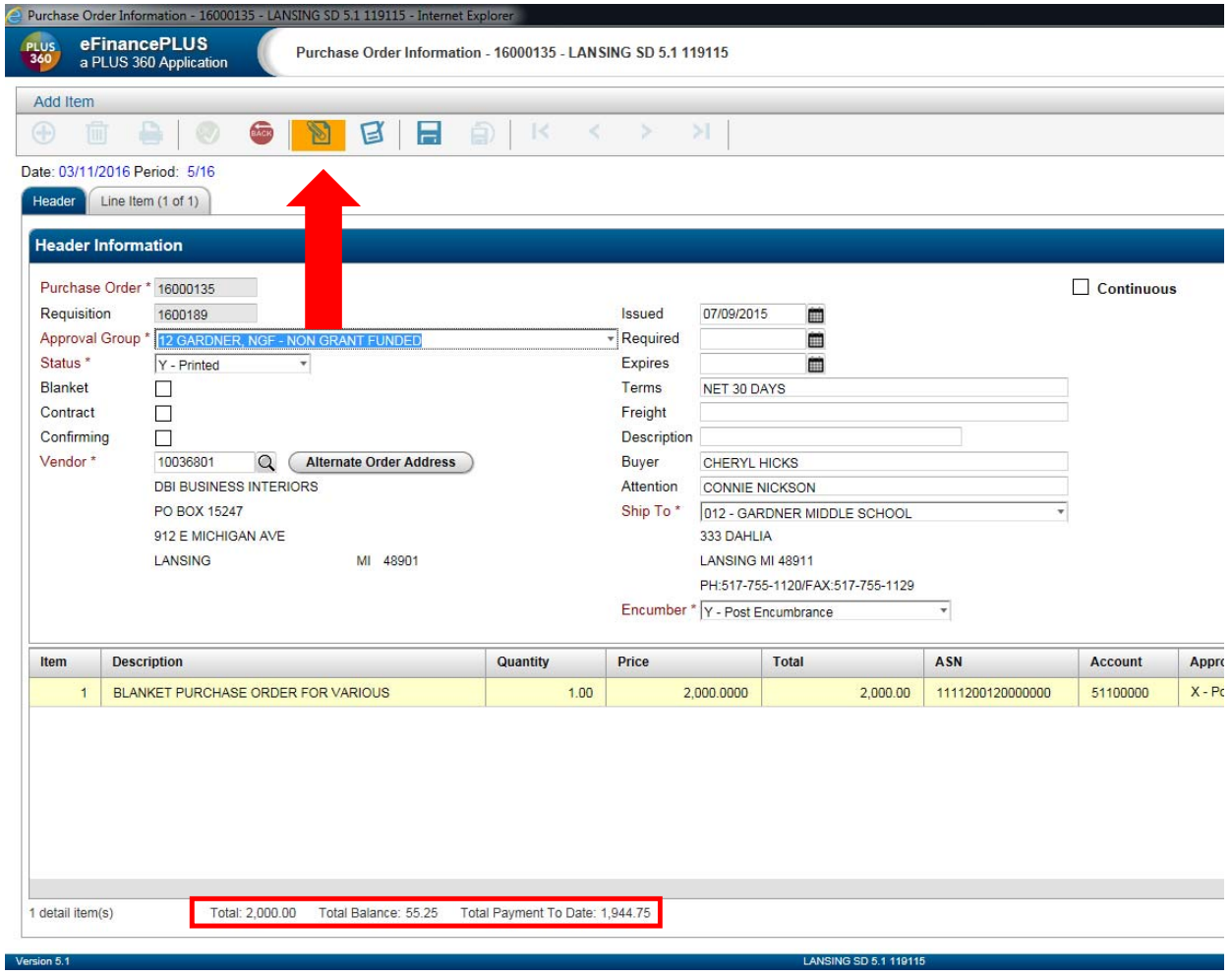
12. How much is left on my blanket PO?

- When the purchase order screen pops up, enter the PO number you wish to check the balance of and click the green “OK” button.
- If you do not know the PO number, you can use the “Ship To” dropdown and click on your building before hitting “OK”. This will pull up all PO’s that your building has submitted. You can look through the list and double click on the one you wish to check on.



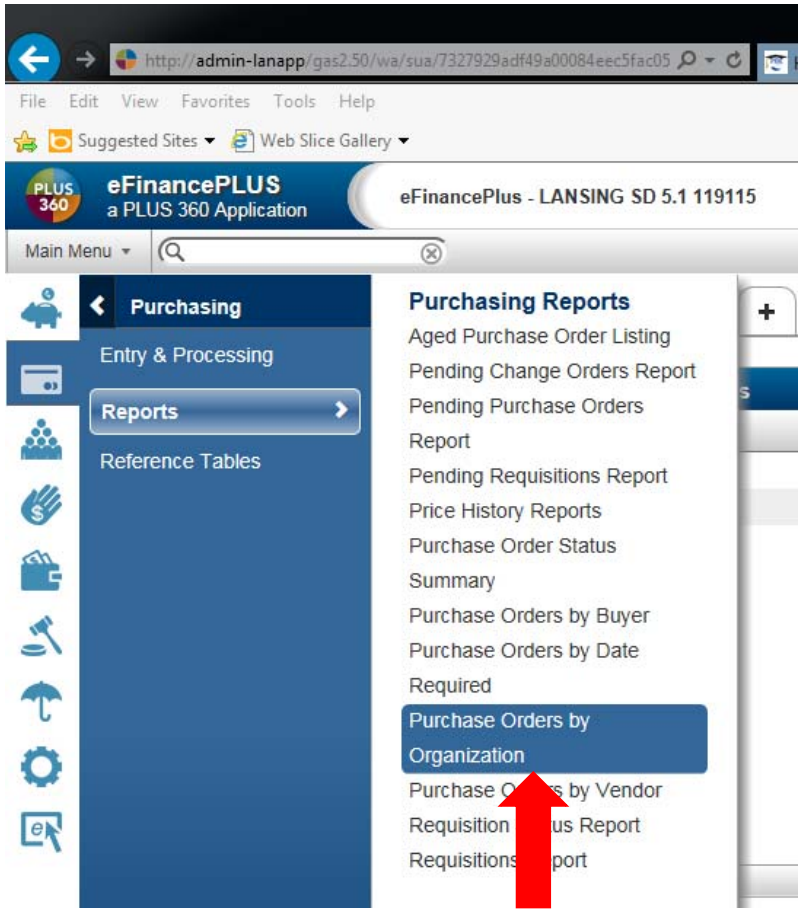
12. How much is left on my blanket PO?

- Once inside the PO, scroll to the very bottom of the PO. The balance will be listed.
- NOTE: This is the balance based on all invoices that have been received and paid. If there are any pending orders we have not received invoices for, it is your responsibility to keep track of these orders and deduct them from the balance.
- You can click on the attachments button to see any invoices that have been paid against the PO.



13. How do I run a report to see balances of all PO's?

- **Go to:**
  - Main Menu – Purchasing – Reports – Purchase Orders by Organization



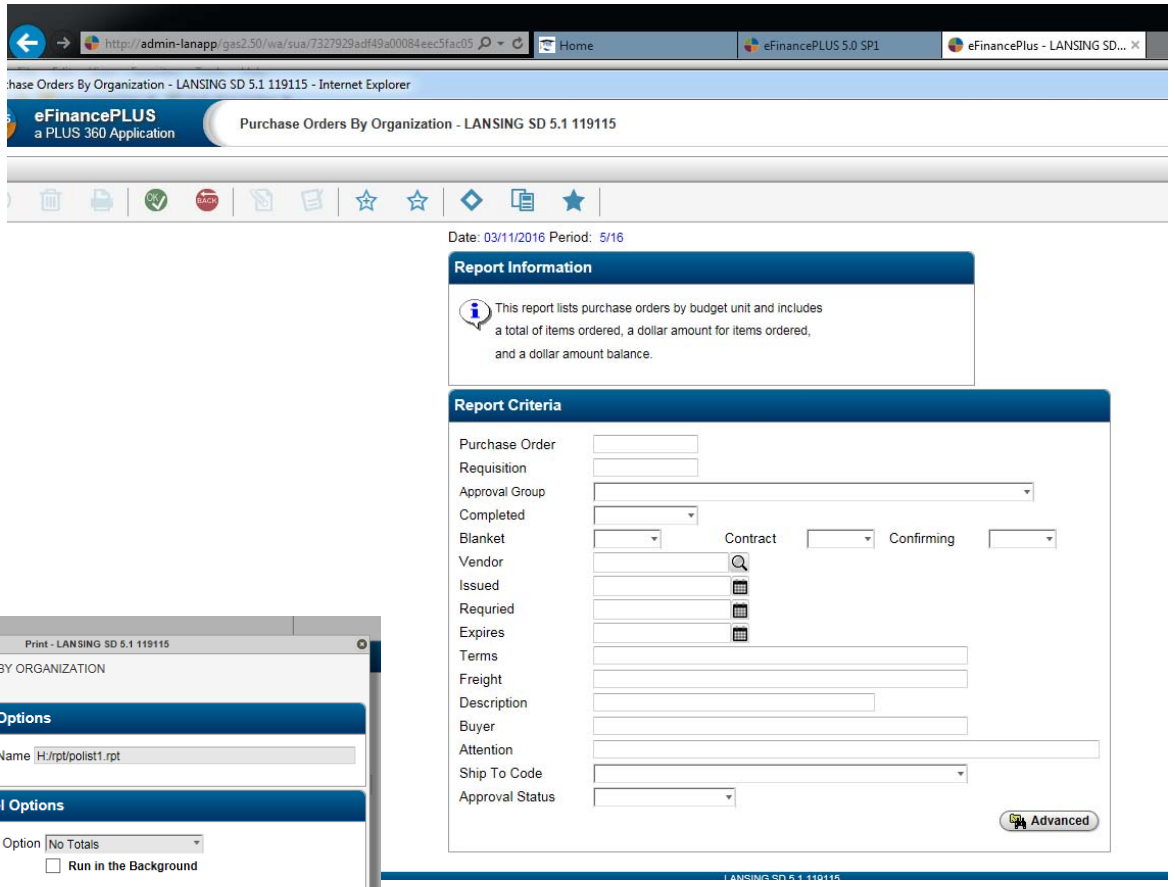
13. How do I run a report to see balances of all PO's?

Place all information known (if any), and then click the green "OK button.

Examples:

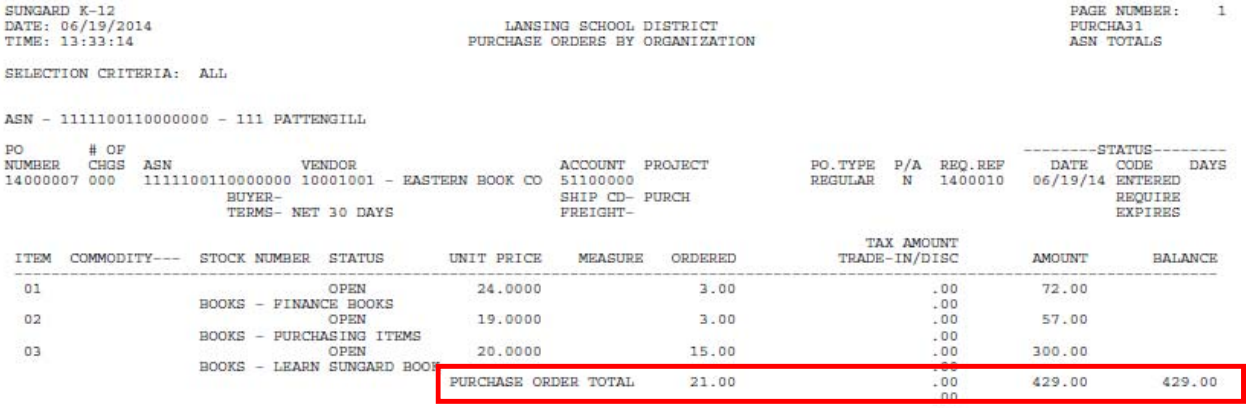
- Type "16*" in the "Purchase Order" box to narrow your search to PO's in this fiscal year.
- Use the magnifying glass to search for a vendor if you only want to see PO's for a specific vendor.

After you click "OK", you can choose to run the report to "Screen" (PDF) or excel. PDF is the recommended version for this report. Click "OK" again to run the report.



13. How do I run a report to see balances of all PO's?

This is an example of an open PO with nothing paid against the PO yet. Note the total amount and balance are the same.



SUNGARD K-12 — PAGE NUMBER: 1
DATE: 06/19/2014 — LANSING SCHOOL DISTRICT — PURCHA31
TIME: 13:33:14 — PURCHASE ORDERS BY ORGANIZATION — ASN TOTALS

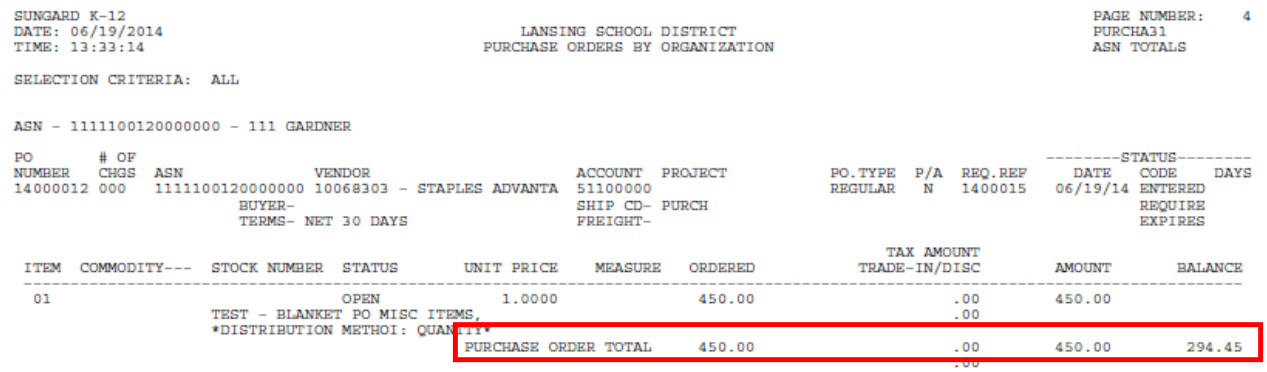
SELECTION CRITERIA: ALL

ASN - 1111100110000000 - 111 PATTENGILL

PO NUMBER	# OF CHGS	ASN	VENDOR	ACCOUNT	PROJECT	PO.TYPE	P/A	REQ.REF	STATUS DATE	STATUS CODE	STATUS DAYS
14000007	000	1111100110000000	10001001 - EASTERN BOOK CO	51100000		REGULAR	N	1400010	06/19/14	ENTERED	
		BUYER-		SHIP CD- PURCH						REQUIRE	
		TERMS- NET 30 DAYS		FREIGHT-						EXPIRES	

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	TAX AMOUNT TRADE-IN/DISC	AMOUNT	BALANCE
01			OPEN	24.0000		3.00	.00	72.00	
		BOOKS - FINANCE BOOKS					.00		
02			OPEN	19.0000		3.00	.00	57.00	
		BOOKS - PURCHASING ITEMS					.00		
03			OPEN	20.0000		15.00	.00	300.00	
		BOOKS - LEARN SUNGARD BOOK					.00		
			PURCHASE ORDER TOTAL			21.00	.00	429.00	429.00
							.00		

This is an example of an open PO with partial payments made against the PO. Note the total amount is greater than the balance.



SUNGARD K-12 — PAGE NUMBER: 4
DATE: 06/19/2014 — LANSING SCHOOL DISTRICT — PURCHA31
TIME: 13:33:14 — PURCHASE ORDERS BY ORGANIZATION — ASN TOTALS

SELECTION CRITERIA: ALL

ASN - 1111100120000000 - 111 GARDNER

PO NUMBER	# OF CHGS	ASN	VENDOR	ACCOUNT	PROJECT	PO.TYPE	P/A	REQ.REF	STATUS DATE	STATUS CODE	STATUS DAYS
14000012	000	1111100120000000	10068303 - STAPLES ADVANTA	51100000		REGULAR	N	1400015	06/19/14	ENTERED	
		BUYER-		SHIP CD- PURCH						REQUIRE	
		TERMS- NET 30 DAYS		FREIGHT-						EXPIRES	

ITEM	COMMODITY---	STOCK NUMBER	STATUS	UNIT PRICE	MEASURE	ORDERED	TAX AMOUNT TRADE-IN/DISC	AMOUNT	BALANCE
01			OPEN	1.0000		450.00	.00	450.00	
		TEST - BLANKET PO MISC ITEMS,					.00		
		DISTRIBUTION METHOI: QUANTITY							
			PURCHASE ORDER TOTAL			450.00	.00	450.00	294.45
							.00		

If the balance says $0, the PO has been fully paid and closed.

14. Questions?

Please contact:

Melanie Beaumont– Accounting Manager

- melanie.beaumont@lansingschools.net
- Ext: 3007
- Fax: 3029

Danielle Kahler - Purchasing / Business Specialist

- danielle.kahler@lansingschools.net
- Ext: 3034
- Fax: 3019

Kim Adams - Budget Director

- kim.sleight@lansingschools.net
- Ext: 3005
- Fax: 3029