FINANCE DEPARTMENT

WHO TO CONTACT WITH FINANCIAL ISSUES OR QUESTIONS?

BUDGET | Email: _budgetteam@roundrocktexas.gov

- Transfer budget amounts from one account to another *(NOT Projects)*
- Budget cannot transfer between funds
- Budget unused in one year cannot roll over to another year
- Documentation for next year's budget development:
  - Complete a new program request
  - Complete a line item budget increase request

PURCHASING | Email: _purchasing@roundrocktexas.gov

- ProCard questions
- Munis "Enter Supervisor ID" – *Send an email to Budget for an override/budget transfer*
- Contracts – new or updates to existing
- Requisition entry
- Purchase Order change orders
- RFP or RFQ process
- Utilization of Bonfire software
- New vendor
- Requisition and Purchase Order cut-offs

ACCOUNTING | Email: _AccountingServices@roundrocktexas.gov

- Reclassify expenses from one account string to another *(NOT Projects)*
- Create customer invoices
- Make bank deposits (on a limited basis)
- Answer questions about coding transactions
- Year end cut-offs and accruals
- Grants – request to apply, rules, requirements **_grantscompliance@roundrocktexas.gov**
- How to submit vendor invoices for payment **_APTeam@roundrocktexas.gov**

COMMUNITY INVESTMENT (CIP) | Email: _cip@roundrocktexas.gov

- Questions with project accounting
- Pay-App procedures
- 5-year plans
- Funding source questions
- Project budget status
- Project expense reclassifications
- Project budget transfers

PAYROLL | Email: _PayrollTeam@roundrocktexas.gov

- Questions on your paycheck

HUMAN RESOURCES

- ESS Issues **_hrmunisselfservice@roundrocktexas.gov**
- Direct Deposit changes
- Form W-4 Changes
- Timesheet questions
- Benefits