

Business Office:

Missy Wood, Director of Business Services **505-6936**
E-Mail: ewood@havasu.k12.az.us

Mary Heronema, Administrative Assistant **505-6936**
E-Mail: mheronema@havasu.k12.az.us

Missy Wood, Director of Business Services, supervises all financial operations of the District, as well as food service and transportation. If you have a question regarding one of these areas, please feel free to call the number listed above, and either Missy or Mary will assist you.

There are some situations in which forms and paperwork should be sent directly to the Business Office:

- **Public Gifts to Schools** – Please see the administrative assistant at your school when either a monetary gift or a donation of property is made. If a gift of new property is made, a receipt should be included so the District can properly acknowledge the value of the gift and record it on the list of District assets. The form will be completed and forwarded to the business office so that it can be presented to and accepted by the Governing Board, after which a thank you letter will be sent to the donor.
- **Accident/Vandalism Reports** – Any time there is an accident or an incident of vandalism at your school, a report must be completed and forwarded to our office. The administrative assistant or the nurse at your school can help you with this paperwork. If there are any questions from parents about the District's insurance coverage, please refer them to 505-6936. Please note there are two different reports, one for property loss and one for general liability.
- If an activity takes place which requires a certificate of insurance (proof the District is insured), please call Mary Heronema at 505-6936 and she will obtain the certificate.
- **Record Retention/Disposal** – Any records that are on the approved retention schedule must be disposed of through the Business Office. The records should be sent to the District Office for shredding and a "Records Disposal Notice Form" should be sent to Mary Heronema's attention, so that it can be recorded properly. Again, if you have any questions, please check with the administrative assistant at your school.