

E-ALERT

From: [Venissia Buyco](#)
To:
Subject: E-ALERT: ACTION by 6/4: DEL Fiscal Review (Inventory)
Date: Friday, May 18, 2018 6:44:03 AM
Attachments: [image004.png](#)
[EquipmentDisposal form.doc](#)

E-Alert

E-Alert

E-Alert

Hello ECEAP Center Leaders & Fiscal Staff,

(Please forward to, and partner with your applicable Fiscal Staff)

First, we want to acknowledge that this is short notice, and we apologize!
We graciously thank you for your immediate attention to this emergent task.

On June 7, DEL is conducting a fiscal review of our ECEAP program. We were recently provided additional details about the review, of which we learned that they will be auditing our inventory system for the 2016-17 school year. Each of you has been tracking your inventory (any items \$300 or greater) in [Classes.EarlyLearningWA.org](#)*, over the past several years. If you are unsure if an item is over \$300, please first partner with your organization's fiscal staff.

To prepare for the review, we need the following completed by **Monday, June 4**.

1. Log onto [Classes.EarlyLearningWA.org](#)*, go to the "Navigation" box on the right-hand side of the page and select "Courses" and then select "Early Learning Inventory" and then select "ELI". Review the information and make sure that it represents all items purchased since the 2016 school year and forward. If there is an item missing, please enter it.

*If you need assistance with [Classes.EarlyLearningWA.org](#), reach out to Mike at MCondardo@psesd.org.

2. Once your online inventory list is complete with all items that are \$300 or more, please do a physical inventory to determine that all items are accounted for. If you can't physically locate an item, complete the attached ECEAP Equipment Disposal/Transfer Form. **By June 4**, email back to Vbuyco@psesd.org to confirm that you have done the following:
 - a. updated your online inventory
 - b. completed a physical inventory of all items
 - c. completed and attached an Equipment Disposal/Transfer form for any unaccounted for items.
3. The final step – PSES D must provide evidence that we have verified your physical inventory so we will be connecting back to subcontractors and doing random 20% sample of the items listed in your online inventory.
4. Rather than coming out to sites to verify your inventory, we will reach back out to you to ask you to send a photo of various inventoried items.

If you have questions, please reach out to Venissia at VBuyco@psesd.org | 425-917-7711 | 253-

778-7711.

Thank you,

Talena

Talena Dixon, MS
Director, ECEAP & Early Learning Program Operations
Learning, Teaching and Family Support
Puget Sound Educational Service District
800 Oakesdale Ave SW, Renton, WA 98057
Office 425.917.7872 | Mobile 206.909.7317



www.psesd.org | www.earlylearning.org
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Pinterest](#)



From: Linda Donley

Sent: Tuesday, February 6, 2018 1:31 PM

To: alyashchuk@bates.ctc.edu ; Annette M. Baker ; Barbara De kruyf ; Bash, Linda R ; 'Bonnie Walkup' ; 'Bridget Malaspino' ; Char Schaaf ; 'dinak.daycare@southistreet.comcastbiz.net' ; 'Elmquist, Marla' ; Erin Woods ; Gretchen Russo ; Janine Duhon ; Jennifer White ; Kara Cornforth ; Karen Ebert ; Kathy Hiatt ; 'Kay Adams' ; kbaglio@mcfhc.org ; Kimberlee Tempel ; 'kmayer Mayer' ; Patti Goodall ; 'Peggy Tedlund' ; 'rlopez@auburn.wednet.edu' ; 'robinsonj@psd401.net' ; Sandi Wozniak ; 'Sandy Dickson' ; 'sgrunert@msn.com' ; Tammy Bigelow ; 'Terry Granillo' ; Theresa LaRonde ; 'thigh@cloverpark.k12.wa.us' ; Valarie Nelson

Cc: EarlyLearning Fiscal

Subject: URGENT!!!!!! ECEAP Inventory

We are noticing many claims that have purchases that are single items costing \$300 or more that have not been entered into the on-line inventory system.

This is a DEL and contractual requirement.

Attached, you will find instructions for the inventory system. The last page of the instructions is a portion of the contractual language. If you have questions, please contact elfiscal@psesd.org. *If you are not the person responsible for ECEAP inventory, please forward this email to the appropriate person.*

Talena Dixon, MS
Director, ECEAP & Early Learning Program Operations
Learning, Teaching and Family Support
Puget Sound Educational Service District
800 Oakesdale Ave SW, Renton, WA 98057
Office 425.917.7872 | Mobile 206.909.7317



www.psesd.org | www.earlylearning.org
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Pinterest](#)



DISTRIBUTION:

1EC – ECEAP Center Directors
3EL – EL Leadership
3EL – EL Implementation Team
3EL – Team Managers
Fiscal