YONKERS PUBLIC SCHOOLS

Transportation Charter Trip Workflow for ECA

Approved Charter/Trip Form to Mona from School

Review funding source

ECA–GO ACCOUNT

Reserve Bus/Complete Form (Vendor/Amounts) – *Mona*

E-mail confirmation to *Faculty Advisor*– *Mona*

Charter/Trip Form to *Carolyn*
- **Attach Confirm**
- **Enter Charter ID #**

Scan Confirm & Charter/Trip Form to *Faculty Advisor* via email - *Carolyn*
(Enter Charter ID# in Subject)

Confirm & Charter/Trip Form to *Natasha* to create *receivable (see instructions)*

Invoice received by *Natasha*.
Forward to *Faculty Advisor:*
- **Prepare Payment Request for *Central Treasurer***

Forward Payment Request to *Maureen* for approval – *Central Treasurer*

Email approval to Central Treasurer and Finance - *Maureen*

- **Clear NW receivable – *Raquel***
- **Mail payment – *Central Treasurer***