

From: [Hayley Barnett](#)
To: [Krystle Beauchamp](#)
Subject: RE: changes
Date: Monday, February 5, 2024 9:19:00 AM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Remove eviction mitigation. Fix the blocks so that the entire words show.
Change purchasing to procurement
Remove any mention of IS.
A lot of forms are outdated.
I want to include the occupational license forms, etc...
Can't the finance department manage this now??

The screenshot shows a webpage titled "ABOUT THE DEPARTMENT OF FINANCE". The main heading is "ABOUT THE DEPARTMENT OF FINANCE". Below the heading, there is a paragraph of text: "The Department of Finance supports all Parish departments and certain outside agencies by providing centralized financial and data processing functions. The Department consists of four divisions: Accounting, Purchasing, Information Systems, and Adult Drug Court. All divisions work closely together to provide the Parish with effective and efficient financial and technological service and other support functions. The Parish is also responsible for the preparation and coordination of the annual operating budget, coordination of the annual audit of the Parish's general-purpose financial statements and maintenance of a centralized mailroom." Below the text, there are three blue boxes with icons and text: "Accounts Payable", "Accounts Receivable", "Business Licenses", "Grant" (with a document icon); "PURCHASING", "Bids/RFPs", "SEBs", "Vendor Information" (with a shopping cart icon); and "2022 CADDO Disparity Study" (with a bar chart icon). Below these boxes, there are two yellow boxes: "Information Systems" and "Adult Drug Court". Below the "Information Systems" box, there is a white box with text: "The Information Systems Division is responsible for the selection, installation, operation and maintenance of all Information Systems and Software." Below the "Information Systems" and "Adult Drug Court" boxes, there are two more yellow boxes: "Appropriation Application" and "Eviction Mitigation".

Thanks,

Hayley B. Barnett, CPA
Director of Finance



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From: Hayley Barnett
Sent: Monday, February 5, 2024 9:16 AM
To: Krystle Beauchamp <kbeauchamp@caddo.org>
Subject: changes

Address is 850 not 840

Office Address:
505 Travis St., Ste. 840
Shreveport, LA 71101

Remove Information Systems link:

 Information Systems

Update this language...remove information systems...and change “purchasing” to “procurement”



All the pics are random and don't relate to finance at all...

Our department is Department of Finance not Department of Finance Services

Thanks,

Hayley B. Barnett, CPA
Director of Finance



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