



Tomball Independent School District

# How Workflow Automation Transformed Financial Operations

# Executive Summary

Managing financial processes across a large and growing district is no small feat—especially when manual workflows slow down reimbursements, create approval bottlenecks, and leave staff chasing lost paperwork. Like many rapidly growing districts, Tomball ISD faced increasing complexity in its reimbursement process, where manual workflows created delays, extra administrative work, and limited visibility into approvals.

By implementing Informed K12, the district digitized and automated financial approvals, eliminating paper-based delays, improving visibility into approval chains, and cutting reimbursement processing time from weeks to just a few days.

## Managing K-12 Finances in a Complex Environment

For school district finance leaders, **efficiency, compliance, and cost control** are essential for ensuring smooth financial operations. Yet, many districts still rely on **manual approval processes** that slow reimbursements, create unnecessary administrative burdens, and leave finance teams chasing lost paperwork.

At Tomball Independent School District (ISD), these inefficiencies were becoming increasingly difficult to manage. With a growing student population and rising operational demands, the district needed a solution to streamline financial workflows, reduce errors, and provide real-time visibility into financial approvals.

**“We knew we had to do more with less. With Informed K12, we’ve sped up processes and improved efficiency without adding more staff.”**

Rebecca Parker-Felder  
Director of Finance  
Tomball ISD



## The Challenge: A Financial Bottleneck Slowing Down Operations

Tomball ISD's finance team handled **hundreds of reimbursement requests per month**, but their process was slowing them down:

- **Paper-based approvals required physical signatures**, causing delays and bottlenecks.
- **Lack of visibility into approval chains** made it difficult to track pending requests.
- **Lost approvals in email chains** forced finance teams to manually follow up, wasting valuable time.
- **Compliance and audit challenges** increased due to inconsistent approval tracking.

These inefficiencies were consuming finance staff's time and resources,

preventing them from focusing on higher-value work such as budget planning and compliance oversight.

## The Solution: Automating Financial Workflows for Increased Oversight

Tomball ISD implemented Informed K12, a K-12 Process Orchestration Platform, to automate and centralize its financial approval workflows. The transformation was immediate:

- **Automated Approval Routing:** Eliminated the need for physical signatures, significantly reducing processing times.
- **Real-Time Tracking:** Allowed finance leaders to instantly view pending approvals and track completion.
- **A Centralized System:** Ensured all approvals were properly logged, reducing compliance risks.
- **Faster Processing & Reduced Errors:** Improved accuracy, ensuring timely payments to employees and vendors.

**“We weren’t even looking for visibility improvements, but we saw a significant decrease in form errors after implementation.”**

Rebecca Parker-Felder  
Director of Finance  
Tomball ISD



50%

Reduction in processing time

88%

Employee adoption of digital W-2s

## The Impact: Data-Driven Results & Increased Efficiency

After implementing Informed K12, Tomball ISD's finance team saw measurable improvements:

- **50% Reduction in Processing Time:** Payments that previously took weeks were processed in just six days (and in some cases, as little as 3–4 days).
- **88% Employee Adoption of Digital W-2s:** Reduced paperwork and ensured faster, more secure distribution.
- **Fewer Approval Errors:** Improved accuracy in financial transactions, reducing compliance risks.

- **Time Savings for Finance Staff:** Staff could now focus on strategic financial initiatives rather than chasing down missing approvals.

### Beyond Reimbursements: Scaling Automation Across Finance Operations

Tomball ISD is now expanding automation to payroll, purchasing, and HR workflows, ensuring that **every aspect of district financial management benefits** from the same level of efficiency, accuracy, and transparency.

"The new Informed K12 system has saved me significant time, reducing my part of the approval process by about 50%."

# About Informed K12

Informed K12 provides workflow automation solutions specifically designed for K-12 school districts, helping educational leaders streamline operations, ensure compliance, and focus on student outcomes.

[www.informedk12.com](http://www.informedk12.com)

Learn more about how  
Informed K12 supports  
districts across the nation



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“We have limited staff and I was worried about taking on another technology platform. However, **the service during and after implementation has been fantastic**—I submit a ticket and get a response within hours, not days.”

