

Quick Reference Guide

Contacts in the Business Office and Beyond

Purchasing (by commodity)

Commodity Problems or Inquiries	Library Media Specialists	Madhu Rekhi Technology Clerk 1082	Joan Reynolds Operations, Maint. Sec. 1010	Elizabeth Norten Curriculum & Instruction 1018	Leslie Pawluckie Purchasing Agent 1041	Christine Kittrell Food Serv. Secretary 1098	Carrie Gibson Secretary 3080
Audiovisual Equipment	X				X		
Capital/Construction Projects			X				
Classroom Furniture			X		X		
Computer: Hardware/Software		X					
Facility Operations Materials			X				
Food Service					X	X	
Musical Instrument/Repair					X		
Natural Gas					X		
Office Equipment					X		
Office Furniture					X		
Preventive Maintenance - Equipment			X				
Student Transportation							X
Supply - Art					X		
Supply - Instructional/Office					X		
Supply - Technology		X					
Textbooks				X	X		
Transportation Materials Purchasing							X
Transportation Parts							X

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Finance, Payables and Payroll / Benefits

Accounts Payable/Payroll Problems or Inquiries	Rebecca Hyatt Payroll Supervisor 1044	TBD Payroll Clerk 1059	Michael Mamo Payroll Clerk 1042	Brian Pickett Accounts Payable 1040	Christopher Towilson Accounts Payable 1039	Leslie Pawluckie Purchasing Agent 1041	David Harrison Purchasing Assistant 1003
Attendance/Substitutes	X	X	X				
Benefits/Retirement	X	X	X				
Budget Balances						X	
Conferences Travel				X	X	X	X
In-District Travel				X	X		X
Payroll	X	X	X				
PO Questions & Balances				X	X	X	
PO Attachments						X	X
Purchasing Card Maintenance						X	
Requisitions / Forms						X	X

Budget/Financial Reportings/Misc. Problems or Inquiries	Leeanne Reister Director of Finance 1036	Rachel Smith Asst. Director of Finance 1046	Cheryl Muscarella Research Asst. 1055	Donna Hansen Asst. Supt. for Business Assistant 1077
Accounts Receivable/Billing		X		
Budget	X			
Cash/Banking/Accounting		X		
Copiers				
Extra Classroom Activities/Sales Tax		X		
Grants/Capital Expenditures		X		
Insurance/Building Use/Mailings		X	X	
State Aid	X			
Purchasing Card Accounts	X			
Purchasing Card Transaction Issues				X
Budget Transfers, Inventory/Assets	X		X	
Cross Contracts - BOCES			X	
Attendance/Substitute Reports			X	