

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	TBD Transp. 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	TBD Payroll Supervisor	Rebecca Hyatt Payroll Clerk	Michael Mamo Payroll Clerk	Brian Pickett Accounts Payable	Christopher Towilson Accounts Payable	Leslie Pawluckie Purchasing Agent	David Harrison Purchasing Assistant
	1044	1059	1042	1040	1039	1041	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	Rachel Smith Asst. Director of Finance	Cheryl Muscarella Research Asst.	Donna Hansen Asst. Supt. for Business Assistant
	1036	1046	1055	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	