

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	Laurie Hummel Curriculum & Instruction 1018	Leslie Pawluckie Purchasing Agent 1041	Christine Kittrell Food Serv. Secretary 1098	Carrie Gibson 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	Rebecca Tufano Payroll Supervisor 1044	Taylor Badger Payroll Clerk 1059	Kelly Gangloff Payroll Clerk 1042	Brian Pickett Accounts Payable 1040	Christopher Towilson Accounts Payable 1039	Leslie Pawluckie Purchasing Agent 1041	TBD 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	Holly Evans Asst. Director of Finance 1046	Cheryl Muscarella Research Asst. 1055	TBD Clerk 1038	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 Insurance	X	
State Aid	X				
Purchasing Card Accounts	X				
Purchasing Card Transaction Issues					X
Budget Transfers, Inventory/Assets	X		X		
Cross Contracts - BOCES			X		
Security / Employee ID Badges			X		
Attendance/Substitute Reports			X		