

Who to Contact in Business Services
Call extensions by dialing 410-996-xxxx

Questions Regarding	Contact Person	Extension
What account number to use What expenses have been deducted from an account <i>(Remember to check Account Inquiry first)</i>	Erynn Seato Becky Wells Lisa Sakers Denise Sopa	5497
Budget development/allocation	Sandy Jack Denise Sopa	5497
Budget development for a grant Grant expenditures Gifts or donations	Erynn Seato	5497
Cost to purchase items for my school/office	Rick Raulie Kay Porter	5429
Vendor set up and maintenance Purchase order status <i>(Remember to check Munis for Status of Purchase Order)</i>	Daniela Dunlap Donna Sutton	5429
Fixed assets/Sensitive items	Lisa Sakers	5497
Purchasing card program	Daniela Dunlap	5429
School office bookkeeping	Becky Wells	5497
Tax sheltered annuities	Christina Tunnell	5417
Ordering fuel oil and propane	Donna Sutton Rick Raulie	5429
Telephone bills	Kesha Yellowdy	5017
Submitting an invoice for payment Payment of an invoice/purchase order	Kesha Yellowdy Patty Dudkewitz	5017
Filling out a travel/mileage request form	Patty Dudkewitz	5017
Payroll, payroll deductions, W2, employee self-service, Aesop reporting, reimbursements, comp. time	Nona Fanning Christina Tunnell	5417
Maryland sales & use tax	Denise Sopa Becky Wells	5497
Process improvement	Sandy Jack	5497
Job form for copying and printing, paper, mail room, postage, deliveries, forms	Barbara Lockwood Manuel Evangelista	410-287- 4669

Other Resources in Business Services

Chart of Accounts Dictionary
Munis – financial accounting software
Employee Self-service – access for each employee to payroll related items
Google Drive – MUNIS SUPPORT
Handbooks for school offices and central offices
Website – source of information, documents, and forms related to Business Services (must log in)