

Who to Contact in Business Services

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	996-5497
Budget development/allocation	Sandy Jack Denise Sopa	996-5497
Budget development for a grant Grant expenditures Gifts or donations	Erynn Seato	996-5497
Cost to purchase items for my school/office	Rick Raulie Kay Porter	996-5429
Vendor set up and maintenance Purchase order status <i>(Remember to check Munis for Status of Purchase Order)</i>	Daniela Dunlap Rick Raulie	996-5429
Fixed assets/Sensitive items	Lisa Sakers	996-5497
Purchasing card program	Daniela Dunlap	996-5429
School office bookkeeping	Becky Wells	996-5497
Tax sheltered annuities	Christina Tunnell	996-5417
Telephone bills	Kesha Yellowdy	996-5017
Submitting an invoice for payment Payment of an invoice/purchase order	Kesha Yellowdy Nicki Miotla	996-5017
Filling out a travel/mileage request form	Nicki Miotla	996-5017
Payroll, payroll deductions, W2, employee self-service, Aesop reporting, reimbursements, comp. time	Nona Fanning Christina Tunnell	996-5417
Maryland sales & use tax	Denise Sopa Becky Wells	996-5497
Process improvement	Sandy Jack	996-5497
Job form for copying and printing, paper, mail room, postage, deliveries, forms	Jenny Drennen Manuel Evangelista	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)