

BUSINESS SERVICES CONTACT LIST

	Accounting	Accounts Payable	Budget	Chief Financial Officer	Facilities Services	Payroll	Property Management	Purchasing	Risk Management	Technology Info System	Technology Networking	Transportation	Treasury	Warehouse
<i>extension</i>	0021	0013	0031	0157	0192	0025	0581	0104	0068	2747	2749	0138	0028	0790
Activity Fund Gifts	✓													
Activity Fund Questions/Information	✓													
Bid Questions								✓						
Budget Codes--All Questions			✓											
Budget Transfer Questions			✓											
Cash receipts													✓	
Charter Buses												✓		
Computer Access											✓			
Copy Counts			✓											
E-mail Access											✓			
Equipment Repair (Non Technology)							✓							
Equipment Repair (Technology)											✓			
Field Trips												✓		
Gifts not going into Activity Funds			✓											
Grant Questions			✓											
HEAT Technology Requests										✓	✓			
How to Look Up Budget Codes/History			✓											
Impact Aid				✓										
Incident Reports/Workers Comp									✓					
JP Morgan Chase Credit Card Questions								✓						
Mileage								✓						
Moving Property from one Dept to Another							✓							
Payments on Chase, Mileage, POs, DPRs, Professional Leaves		✓												
Payroll Questions/Checks						✓								
Per Diem Rates								✓						
Picking up Checks													✓	
Property Loss									✓					
Property Warehouse							✓							
Purchase Order Questions								✓						
Purchasing copy machines/fax machines								✓						
Quotes for purchasing technology items											✓			
Recognized/Exemplary Campus Awards			✓											
Refunds													✓	
Region X System Access/Training										✓				
School Dude Maintenance Requests					✓									
Setting Up Budget Codes			✓											
Standardized Dress/Uniform Assistance			✓											
Textbooks							✓							
Timekeeping System						✓								
Transcripts							✓							
Vendor Checks		✓												
Vendor Questions								✓						
Warehouse Orders														✓
Windows Access											✓			