

WHO TO CALL

Please have your training documents available when requesting help with BusinessPLUS

Department	Contact	Description
Help Desk	6688	<ul style="list-style-type: none">• Computer Hardware• Printers/Printing• BusinessPLUS Login• Web Access• Scanning
Purchasing	Linda Rainsberger (7652) Trudy Wright (7653)	<ul style="list-style-type: none">• Purchasing Process• Navigation in BusinessPLUS• Requisition Approvals• Attaching Documents• Vendor Look Up• Changes to Requisitions and Purchase Orders
Accounts Payable	Ann Rolf (7635)	<ul style="list-style-type: none">• Payments• Receiving on Purchase Orders• Invoices
Cash Receipting	Rhonda Drew (7640)	
Budgets/CDD Reports/Dashboard	Anna Costales (7674)	