



# SNOQUALMIE VALLEY

SCHOOL DISTRICT

## BUSINESS OFFICE | WHO TO CALL

*This document is a generic task list and is not intended to be all-inclusive. If you have a question you don't see on the list pertaining to the finance department, please contact any of the above numbers. We will get you to the right person/department.*

### BUSINESS MANAGER

Christina Williams · (425) 831-8025 · <a href="mailto:williamsc@svsd410.org">williamsc@svsd410.org</a>	
Internal Controls	Grant Management
Imprest Accounts	Building & Department Budgets
ASB Guidance	Audit
Chart of Accounts	PO Approvals
Budget Prep/Transfers/Status Reports	InvestEd
Financial Reporting/Statements/System Management	P-Card Account Management
Notes & SEFA	Secretary Training

### ACCOUNTS RECEIVABLE

Laura Tautz-Hair · (425) 831-8044 · <a href="mailto:tautzhairl@svsd410.org">tautzhairl@svsd410.org</a>	
Banking/Cash Reconciliation	iGrants Claims
A/R Invoicing	NSF Checks
InTouch/POS/Touchbase	Refunds

### ACCOUNTS PAYABLE

Jennifer Gardner · (425) 831-8013 · <a href="mailto:gardnerje2@svsd410.org">gardnerje2@svsd410.org</a>	
Vendor Management	BMO Payments
ASB/Capital Accounts Payable	Travel Cards
Vendor Management	Revolving Fund (Refund Requests)
RFP   RFQ   BID Documents	Accident/Incident Reports (Staff & Student)
DOR   L&I   Notice of Completion (NOC)	Employee Reimbursement (ACH)
Certificates of Insurance	Business Office Forms
Capital Projects	1099 Processing

Cortney Kari · (425) 831-8011 · <a href="mailto:kari@svsd410.org">kari@svsd410.org</a>	
General Fund Accounts Payable	Business Credit Card (P-Card)
Purchase Orders	Service Contracts
Online/E-Commerce Ordering	

### PAYROLL

<a href="mailto:payroll@svsd410.org">payroll@svsd410.org</a>	
Benefits   SEBB	Worker's Compensation Claims
W-2'S/1095	Timesheets
Retirement	Garnishments
PFML/FMLA	Skyward Time Off

## SNOQUALMIE VALLEY SCHOOL DISTRICT

8001 Silva Avenue S.E. | P.O. Box 400 | Snoqualmie, WA 98065 | (425) 831-8000 | [www.svsd410.org](http://www.svsd410.org)