

Who to Contact in Business Services

Questions Regarding	Contact Person
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 Becky Anderson Lisa Sakers
Budget development/allocation	Denise Sopa
Budget development for a grant Grant expenditures Gifts or donations	Erynn Seato Becky Anderson Becky Wells
Cost to purchase items for my school/office	Kay Porter Daniela Dunlap
Vendor set up and maintenance Purchase order status <i>(Remember to check Munis for Status of Purchase Order.)</i>	Kay Porter Daniela Dunlap
Fixed assets/Sensitive items	Lisa Sakers
Purchasing card program	Daniela Dunlap
School office bookkeeping	Becky Wells
Tax sheltered annuities	Christina Tunnell
Telephone bills	Kesha Yellowdy
Submitting an invoice for payment Payment of an invoice/purchase order	Kesha Yellowdy Sarah Holmes
Filling out a travel reimbursement request form	Sarah Holmes
Payroll, payroll deductions, W2, employee self-service, Absence Management reporting, TimeClock Plus	Nona Fanning Christina Tunnell Denise Sopa
Maryland sales & use tax	Becky Wells
Process improvement	Denise Sopa
Job form for copying and printing, paper, mail room, postage, deliveries, forms	Jenny Drennen Manuel Evangelista

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)

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Sarah Holmes, Accounting Clerk	ssholmes@ccps.org	x 36002
Kesha Yellowdy, Accounting Clerk	kyellowdy@ccps.org	x 50106
Kay Porter, Sr. Purchasing Agent	klporter@ccps.org	x 50107
Daniela Dunlap, Purchasing Agent	ddunlap@ccps.org	x 50102