



Who to Contact at the GISD Business Office

Spencer Davis x4203 Chief Financial Officer	Julie Green x4210 Business Office Coordinator	Dora Narvaiz Molina x4188 Accounts Payable	Jessica Taylor x4161 Accounts Payable/Receivable	Julie Price x4273 District Payroll Specialist
<ul style="list-style-type: none"> ● Budget ● Construction ● Journal Entries ● Purchasing ● Bank Reconciliations ● Fundraising or Donations ● Surplus Property ● State / Federal Grants 	<ul style="list-style-type: none"> ● Budget ● Journal Entries ● Purchasing ● Arbiter Pay ● Summer Camps ● Activity Funds ● UMB Cards and Ordering ● Facility reservations 	<ul style="list-style-type: none"> ● Purchase Orders for GISD ● Vendor questions ● UMB Statements for GISD ● UMB receipts 199 ● HomeTown Ticketing 	<ul style="list-style-type: none"> ● Deposits / Cash receipts ● Purchase Orders for Activity Funds ● Purchase Orders for JCSSA ● UMB statements for Activity Funds ● RevTrak ● Hotel reservations ● UMB Uploads ● UMB Activity Fund Receipts 461/865 	<ul style="list-style-type: none"> ● Benefits ● Payroll

For any item not listed, please contact one of the staff and we will direct you to the correct person.