

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 Erynn Seato
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>	Daniela Dunlap Kay Porter
Fixed assets/Sensitive items	Lisa Sakers
Purchasing card program	Megan Frunzi
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	Sarah Holmes Kesha Yellowdy
Filling out a travel reimbursement request form	Sarah Holmes
Payroll, payroll deductions, W2, employee self-service, Absence Management reporting, TimeClock Plus	Andrea Malone Christina Tunnell Megan Frunzi
Maryland sales & use tax	Becky Wells
Process improvement	Megan Frunzi
Job form for copying and printing, paper, mail room, postage, deliveries, forms	Jenny Drennen Manuel Evangelista Megan Frunzi

Other Resources in Business Services

Chart of Accounts Dictionary
Munis – financial accounting software
Employee Self-Service – access for each employee to payroll related items
Absence Management/TimeClock Plus – leave reporting; additional time reporting
Dashboard for school offices and central offices
Website – source of information, documents, and forms related to Business Services (must log in)

CONTACTS: 410-996-5401

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