

SMJUHSD FISCAL SERVICES



Who should you call when you have questions?

INVOICES

Send approved invoices interoffice mail to SSC-AP Staff or email approved invoices to accountspayable@smjuhsd.org. For invoice and payment status contact:

For Invoices #, **A – F** please contact Melissa Delgado at ext. 4407.
For invoices **G – O** please contact David Rojas at ext. 4406.
For invoices **P – Z** please contact Dorea Crowell at ext. 4405.

Item delivery status: Contact Purchasing staff: x4502, x4503, x4504.



Travel Reimbursements

Are you attending a conference or training? Do you have mileage that needs to be paid? Do you have questions about employee reimbursements?

Contact: Jeff Almaguer at ext. 4505.

Requisitions

Unable to submit a requisition due to insufficient funds?
Contact: Jeff Almaguer at ext. 4505.

Do you need an account string for your requisition? Contact:
Jeff Almaguer at ext. 4505.
Kathy Grimes at ext. 4410.
Katrina Sweet at ext. 4205.



Frontline ERP / Escape



Accounting Software

Do you need help with performing tasks in Escape? Contact: Kathy Grimes at ext. 4410 or Kimberly Norton at ext. 4404
Do you need an Escape log in created?
Contract Kimberly Norton at ext. 4403

Are you having trouble logging onto Escape? Forgot your login or grid pattern?
Contact the SBCEO IT Help Desk at 805-964-4710 ext. 5250

