Folsom Cordova Unified School District – Business Services Division – November 2011 – Contact List

BUSINESS SERVICES (LOCATION, DISTRICT OFFICE)		
Legal Compliance & Litigation Developer Agreements & Contracts Insurance/Liability/Risk Management Land Transactions Joint Use Agreements Investments & Financing Transactions GENERAL OVERSIGHT AND COORDINATION OF: Facilities Food Services Transportation Maintenance Education Technology & Information Systems Fiscal Services/Budget/Payroll Purchasing/Accounts Payable District Warehouse Health Programs Employee Benefits	Rhonda Crawford Chief Financial Officer/CBO	355-1111, Ext. 114
Site Telephone Administrator Site Building & Grounds Supervision Cell Tower Agreements Student Insurance/Football Insurance Accident Reports: Student, Liability & Auto Theft/Vandalism/Property Incidents Claim/Lawsuit Correspondence Contracts Special Projects	Sandy Connelly Administrative Secretary to the CFO/CBO	355-1111, Ext. 114
FISCAL SERVICES (LOCATION, DISTRICT OFFICE)		
Budget, Accounting, Payroll, Accounts Payable. Purchasing & Warehouse District Audit Position Control GASB Reporting Facilities & Building Funds	Kristi Blandford Director of Fiscal Services	355-1111, Ext. 134
Bank Accounts Mandated Cost Claims CDS Numbers, Debt Service	Pat Jackson Administrative Assistant	355-1111, Ext. 132
General Fund Accounting & ADA Reports Categorical Programs & Grants State & Federal Financial Reporting Charter School Special Education Chart of Accounts Department Allocations	Susan Kane Fiscal Analyst	355-1111, Ext. 141
Cafeteria Fund Bank Reconciliations Financial Reports General Ledger	Alex Szabo Financial Accountant	355-1111, Ext. 133
BUDGET DEPARTMENT (LOCATION, DISTRICT OFFICE)		
Folsom Sites: Budget Links Student Body/Trustee Accts. School Budgets/Balances Forward Site Allocations & EOM Reports Cash & Expenditure Transfers & Corrections Accounts Receivable	Katrina Glover Budget Technician	355-1111, Ext. 131
Rancho Cordova Sites: Budget Links Student Body/Trustee Accts. School Budgets/Balances Forward Site Allocations & EOM Report Adult Ed Funds Cash & Expenditure Transfers & Corrections Accounts Receivable	Patty Carr Budget Technician	355-1111, Ext. 135
PAYROLL DEPARTMENT (LOCATION, DISTRICT OFFICE)		
Employees Last Name: A-G PERS & TSA's	Judy Laing Payroll Accountant	355-1111, Ext. 147
Employees Last Names: H-O Garnishments	Brenda Shine Payroll Accountant	355-1111, Ext. 149
Employees Last Name: P-Z STRS	Mary Anderson Payroll Accountant	355-1111, Ext. 148
PURCHASING DEPARTMENT (LOCATION, DISTRICT OFFICE)		
Bid Process Accounts Payable Daily Operations Purchasing Copiers District Warehouse Cellular Telephones Inventory	Carolyn Hague Fiscal Support Manager	355-1111, Ext. 137
Price Quotes Stockless Purchasing 1099 Listing Report Short Form Contracts Personal Service Contracts Remote Requisitions Vendor Numbers	Peggy Beller Buyer	355-1111, Ext. 139
Inventory & Archived Records Stockless Purchasing Price Quotes	Rana Fong (a.m.) Purchasing Specialist	355-1111, Ext. 138
District Mail Delivery Central Warehouse Receiving Incoming/Outgoing Inventory	Harold Meyer, Warehouse Steve Coombs, Warehouse	351-9238
ACCOUNTS PAYABLE (LOCATION, DISTRICT OFFICE)		
Vendors beginning with: A through N Mileage Reimbursement	Kimberly Riley-Oliver Account Clerk	355-1111, Ext. 145
Vendors beginning with: O through Z Conference Claims Employee Reimbursements Revolving Cash Account Petty Cash Utilities	Cher Smith Lead Account Clerk	355-1111, Ext. 142
Accounts Payable & Purchasing Support Invoicing for Fiscal Services Reconciliation of A/P Batches	Pam Moore (p.m.) Account Clerk	355-1111, Ext. 138
BENEFITS DEPARTMENT (LOCATION, DISTRICT OFFICE)		
Medical, Dental & Vision Coverage Open Enrollment EAP, Life Insurance Retiree Benefits IIPP	Ana Simental Benefit Specialist	355-1111, Ext. 105