

Folsom Cordova Unified School District – Business Services Division – January 2008 – 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	Debbie Bettencourt Deputy Superintendent/CFO	355-1111, Ext. 114
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		
Notary Site Telephone Administrator Site Building & Grounds Supervision Cell Tower Agreements	Sandy Connelly Administrative Assistant to the Deputy Superintendent	355-1111, Ext. 114
Citizens Oversight Committee Special Projects	Pam Parsons Administrative Assistant (a.m.)	355-1111, Ext. 115
FISCAL SERVICES (LOCATION, DISTRICT OFFICE)		
Budget, Accounting, Payroll, Accounts Payable. Purchasing & Warehouse District Audit Position Control GASB Reporting	Rhonda Crawford Director of Fiscal Services	355-1111, Ext. 134
Bank Accounts Mandated Cost Claims CDS Numbers, Debt Service Student Insurance/Football Insurance Accident Reports: Student, Liability & Auto Theft/Vandalism Claim/Lawsuit Correspondence	JoAnne Peterson Administrative Assistant	355-1111, Ext. 132
General Fund Accounting & ADA Reports Categorical Programs & Grants State & Federal Financial Reporting Dept. Allocations & Financial Reports Chart of Accounts Budget Links	Annette Heldman Fiscal Analyst	355-1111, Ext. 141
Facilities & Building Funds Cafeteria Fund Bank Reconciliations General Ledger	Alex Szabo Financial Accountant	355-1111, Ext. 133
BUDGET DEPARTMENT (LOCATION, DISTRICT OFFICE)		
<u>Folsom Sites:</u> Budget Links Student Body/Trustee Accts. School Budgets/Balances Forward Site Allocations & EOM Reports Student Care/Preschool Cash & Expenditure Transfers & Corrections Accounts Receivable	Tiressa Briggs Budget Technician	355-1111, Ext. 131

<u>Rancho Cordova sites:</u> 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	Brenda Shine Payroll Accountant	355-1111, Ext. 149
Employees Last Name: P-Z STRS & Garnishments	Mary Anderson Payroll Accountant	355-1111, Ext. 148
PURCHASING DEPARTMENT (LOCATION, DISTRICT OFFICE)		
Bid Process Accounts Payable Daily Operations Purchasing Foundation District Warehouse Cellular Telephones Inventory	Ginny Brown Purchasing/Fiscal Support Manager	355-1111, Ext. 137
Price Quotes Stockless Purchasing 1099 Listing Report Short Form Contracts Pagars Remote Requisitions Vendor Numbers	Peggy Beller Buyer	355-1111, Ext. 139
Inventory & Archived Records Stockless Purchasing Price Quotes	Susan Parrish (a.m.) Purchasing Specialist	355-1111, Ext. 138
District Mail Delivery Central Warehouse Receiving Incoming/Outgoing Inventory	John Kenney, Warehouse Victor Jimenez, Warehouse	351-9238
ACCOUNTS PAYABLE (LOCATION, DISTRICT OFFICE)		
Vendors beginning with: A through D Food Services Employee Reimbursements	Katrina Glover Account Clerk	355-1111, Ext. 144
Vendors beginning with: E through P Mileage Reimbursement	Laura Estey Account Clerk	355-1111, Ext. 145
Vendors beginning with: Q through Z Conference Claims Revolving Cash Account Petty Cash Utilities	Cher Smith Lead Account Clerk	355-1111, Ext. 142
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