

**BUSINESS DEPARTMENT “ CONTACTS ”**      **2016-17 School Year**

***Kerri Gray, Director of Finance ext.#3042***

***Sheila Cyr, Assistant Director of Finance ext.#3041***

***Jessica Munoz, Accounting Manager/Chief Procurement Officer ext.#3043***

***Bescelia Lanehart, Secretary #3037***

- *Cash Receipt & Bank Deposit Books*
- *Petty Cash & Travel Packets/Athletic Packets*
- *Accounts Receivable (NSF's, Textbook, Summer/Night School)*

***Josie Cortez, Accountant #3036***

- *Credit Applications*
- *RFR's*

***Twyla McAdoo, Payroll #3039***

- *Time Cards*
- *W-4 Forms*
- *Direct Deposits/Pay Checks*

***Paula Barker, Accounts Payable #3035***

- *Vendor Orders>Returns*
- *Invoice Payments*

***Melissa Sosa, Bookkeeper 575-433-0139***

- *Vendor #'s & Tax Exempt #'s*
- *Officials and Game Help*
- *Travel Expense Reimbursements*

***Carmen Zaragoza, Bookkeeper #3040***

- *21<sup>st</sup> Century Community Learning Centers Grant*