

WHO TO CONTACT

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| Accidents - Employees | Tracy Bailey |
| Accidents - Students | Monica Hill |
| Account Balances | Elton Bienvenue/Shane Switzer |
| Bids and Quotes | Traci Barnett |
| Budget Transfers | Elton Bienvenue |
| Check Requests | Jackie Penny/Colleen Bosarge |
| Deposits/Receipting | Darlene Seymour |
| Donations/Grants | Darlene Seymour |
| Facilities request | Monica Hill |
| Fixed Assets | Darlene DiMauro/Traci Barnett |
| FMLA (mandatory with 4 consecutive absences) | Elton Bienvenue |
| INNOVAK | Elton Bienvenue/Shane Switzer |
| Insurance - Employees | Tracy Bailey |
| Insurance - Property/Equipment | Shane Switzer |
| Invoices | Colleen Bosarge/Jackie Penny |
| NSF Checks | Darlene Seymour |
| Payroll | Carolyn Martino |
| Petty Cash | Darlene Seymour |
| Postage | Jackie Tapper |
| Purchasing | Darlene DiMauro/Traci Barnett |
| Requisitions | Darlene DiMauro/Traci Barnett |
| Retirement Forms | Carolyn Martino |
| Retirement Planning | Shane Switzer |
| Sick/Personal Leave - Certified | Carolyn Martino |
| Sick/Personal Leave - Classified | Lowana Ratisher |
| TAMIS/Time Edits | Lowana Ratisher |
| Travel Reimbursements | Colleen Bosarge/Jackie Penny |
| Tuition | Aimee Brown |
| Vendor setup | Darlene DiMauro |
| Workers Compensation | Tracy Bailey |