

BUSINESS OFFICE CONTACT LIST & RESPONSIBILITIES

ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES – NELSON W. GRAY ext. 1145 grayn@d62.org

ACCOUNTS PAYABLE – LORENDA SZYKA ext. 1607 szykal@d62.org

Board Pay Authorizations	Student Refunds – Board Paid
Certificate of Insurance (Vendors)	Yellow Purchase Orders
Field Trip Transportation Payments-Board Paid	A/P Invoices and Vendor Checks
Balance School Activity Ledgers	Vendor Payment Inquiries
Professional Staff Development Payments	
Activity Account Pay Authorizations	

ACCOUNTS RECEIVABLE/ACTIVITY ACCOUNTS – CHRISTIE HOWARD ext.1655 howardc@d62.org

N.S.F. Checks

Deposit Sheets	Petty Cash
Bank Debits & Credits	Postage
Starting Cash	Bank Deposits
Delinquent Payments for Collection Agency	Activity Account Reconciliation

BUILDINGS & GROUNDS DIRECTOR – JOHN PAHLMAN ext. 1603 pahlmani@d62.org

BUSINESS OFFICE MANAGER – LYNN HOFMEISTER ext. 1176 hofmeisterl@d62.org

All Business Office Procedures	Grants
Inventory Forms & Procedures	Payroll
Record Disposal	Accounts Payable
Accounts Receivable	

PURCHASING SPECIALIST– SUE ARTARIAN ext. 1144 artarians@d62.org

Free & Reduced Lunch Applications & Verification	Lunchroom Reports
Certificate of Insurance Requests for Field Trips	Any Purchasing Questions
Textbook Rental Charge & Refund Schedule	Transportation/Bus Pass Info.
Injured Student with School Insurance – Procedure	School Office Procedures
Purchase Requisitions (exclude LMC - Tech.)	Handbook

PAYROLL – CATHRYN JOHNSON ext. 1609 johnsonc@d62.org

Payroll Checks	TRS Annual Reporting
Time Sheets/Sub Pay	Quarterly Tax Reports
403B & 457 Annuity Forms – D62 Website	Replacement W-2 – D62 Website
W-2 Forms	IMRF Reporting
Direct Deposit Form – D62 Website	Union Dues
Payroll Change Form – D62 Website for Withholding, Credit Union and Annuities	

STOCK ROOM – MARTY HARTIGAN & ED BRANCATO ext. 1153 hartiganm@d62.org brancatoe@d62.org

- Fill & Deliver Supply Orders filled out in File Maker Pro
- Copy & Collate for District
- Deliver Interoffice School Mail
- Distribute & Deliver, Textbooks, Furniture, etc.
- Fill Stock Requests entered in File Maker Pro