

**BUSINESS OFFICE CONTACT LIST & RESPONSIBILITIES**

**ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES – NELSON W. GRAY ext. 1145 [grayn@d62.org](mailto:grayn@d62.org)**

**ACCOUNTS PAYABLE – LOREND A SZYKA ext. 1607 [szykal@d62.org](mailto: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 – ARIANA PINEDO ext.1655 [pinedoa@d62.org](mailto:pinedoa@d62.org)**

<b>N.S.F. Checks</b>	
Deposit Sheets	Petty Cash
Bank Debits & Credits	Postage
Starting Cash	Bank Deposits
Delinquent Payments for Collection Agency	Activity Account Reconciliation

**BUILDINGS & GROUNDS DIRECTOR – MICHAEL VILENDRER ext. 1603 [vilendrem@d62.org](mailto:vilendrem@d62.org)**

**BUSINESS OFFICE MANAGER – LYNN HOFMEISTER ext. 1176 [hofmeisterl@d62.org](mailto: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](mailto: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 – ALEXA MCNISH ext. 1609 [mcnisha@d62.org](mailto:mcnisha@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](mailto:hartiganm@d62.org) [brancatoe@d62.org](mailto: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