

## BUSINESS OFFICE CONTACT LIST & RESPONSIBILITIES

### ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES – SUSAN SHEPARD ext 1145 [shepards@d62.org](mailto:shepards@d62.org)

#### ACCOUNTS PAYABLE – LOREND A SZYKA ext.1607 [szykal@d62.org](mailto:szykal@d62.org)

Athletic Official Records Procedure	Professional Staff development Payments
<b>Board Pay Authorizations</b>	Student Refunds – Board Paid
Certificate of Insurance (Vendors)	Yellow Purchase Orders
Field Trip Transportation Payments-Board paid	A/P Invoices
Balance School Activity Ledgers and Bank Reconciliation	

#### ACCOUNTS RECEIVABLE/ACTIVITY – PATTI GIALLOMBARDO ext 1176 [giallobardop@d62.org](mailto:giallobardop@d62.org)

<b>All Activity Checks</b>	<b>All N.S.F. Checks</b>
Green Deposit Sheets	Petty Cash
Bank Debits & Credits	Postage
Starting Cash	Back up for Building Reservations
Delinquent Payments for Collection Agency	

#### BUILDINGS & GROUNDS DIRECTOR – JOHN PAHLMAN ext 1603 [pahlmanj@d62.org](mailto:pahlmanj@d62.org)

#### BUSINESS OFFICE MANAGER – KAREN PLAZA ext 1655 [plazak@d62.org](mailto:plazak@d62.org)

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

#### ADMINISTRATIVE ASSISTANT FOR THE ASSISTANT SUPT. OF BUSINESS SERVICES – JAY CAJDA- ext 1144 [cadaj@d62.org](mailto:cadaj@d62.org)

Bus Evacuation Drills	Lunchroom Reports
Fire Drill Forms	Textbook Rental Charge & Refund Schedule
Injured Student with School Insurance – Procedure	Transportation Information/Bus Pass Info.
Purchase Requisitions (exclude LMC - Tech.)	School Office Procedures Handbook
Free & Reduced Lunch Applications & Verification	

#### PAYROLL – LAVERNE MICOLICHEK- ext 1609 [micolichekl@d62.org](mailto:micolichekl@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	

#### WAREHOUSE & STOCK ROOM – MARTY HARTIGAN & ED BRANCATO ext 1153 [hartiganm@d62.org](mailto:hartiganm@d62.org) [brancatoe@d62.org](mailto:brancatoe@d62.org)

Fills & Delivers Supply Orders filled out in File Maker Pro  
Copies & Collates for District  
Delivers Interoffice School Mail & Hot Lunches  
Distribute & Deliveries, Textbooks, Furniture, etc.  
Fills Stock Requests filled out in File Maker Pro