

**OFFICE OF FISCAL SERVICES  
WHO DO YOU CALL?  
SCHOOL YEAR 2017-2018**

<b>EXECUTIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT</b>	Terri Lundskow	301-934-7350
<ul style="list-style-type: none"> <li>• SCHEDULING MEETINGS FOR OFFICE OF FISCAL SERVICES</li> <li>• GENERAL QUESTIONS FOR THE OFFICE OF FISCAL SERVICES</li> </ul>		
<b>ACCOUNTING</b>		
<b>ACCOUNT CODES, FISCAL YEAR-END DEADLINES, PAYROLL VERIFICATIONS, ACCRUAL, RECEIVABLES FOR GENERAL FUND, CIMS REQUESTS FOR NEW USER ACCESS</b>	Debbie Hale	301-934-7207
<b>PAYROLL, LEAVE, DIRECT DEPOSITS, TSA DEDUCTIONS, TAX EXEMPTIONS</b>	Payroll Staff	payroll@ccboe.com
<b>A/P MANUAL CHECKS AND GENERAL QUESTIONS</b>	Barbara DiMauro	301-392-7599
<b>VENDOR QUESTIONS/STATEMENTS:</b>		
<ul style="list-style-type: none"> <li>• A-G</li> <li>• H-P</li> <li>• Q-Z/OFFICE DEPOT</li> </ul>	Katie Copeland Ann Peddicord Renee Ward	301-934-7344 301-934-7343 301-934-7362
<b>NEW VENDOR REQUESTS/CHANGES</b>	Terri Lundskow	301-934-7350
<b>AUDIT AND INVESTMENT/SCHOOL FINANCIAL SUPPORT</b>	Carole Koller	301-934-7248
<b>SENSITIVE AND FIXED ASSET INVENTORY, MONTHLY REPORTS, SCHOOL ACTIVITY FORMS, MONITORING OF MONTHLY SCHOOL REPORTS</b>	Cindy McRoy	301-934-7338
<b>QUICKBOOKS, RECONCILIATION OF GREEN BAR AND STUDENT ACTIVITY FUNDS, NEW SECRETARY TRAINING</b>	Cheryl Hurst	301-392-7583
<b>BENEFITS</b>		
<b>BENEFITS AND RETIREMENT</b>	Christeda Warner	301-934-7459
TSA Request, Insurance Claims, Insurance Vendor Payments		
<b>BENEFITS ASSISTANT</b>	Jill Potter	301-932-6610
Insurance Enrollments, Dependent Eligibility, Cobra, Insurance Invoicing, Termination Packets		
<b>BENEFITS ASSISTANT</b>	LaTasha Hall	301-934-7289
Maryland State Retirement (enrollment and retirement), Flexible Spending Questions, Insurance Claim Inquiries		
<b>BUDGET</b>		
<b>OPERATING BUDGET</b>	Randy Sotomayor	301-934-7350
<b>RESTRICTED FUNDS</b>	Sherri Fisher-Davis	301-934-7354
<b>RESTRICTED FUNDS, CIP</b>	Brenda Zimmerman	301-934-7282
<b>FOOD AND NUTRITION SERVICES</b>		
<b>GENERAL QUESTIONS</b>	Patty Tuttle	301-392-5570

**OFFICE OF FISCAL SERVICES  
WHO DO YOU CALL?  
SCHOOL YEAR 2017-2018**

<b>FREE AND REDUCED MEALS</b>	Tanya Wilson	301-392-5575
<b>STUDENT ACCOUNT BALANCES AND PARENT INQUIRIES</b>	Kelly Gammon	301-392-5576
<b>SUPERVISOR OF FOOD SERVICES</b>	William Kreuter	301-392-5573
<b>SUPERVISOR OF FOOD SERVICES</b>	Crystal Sopher	301-392-5572
<b>PURCHASING</b>		
<b>P-CARD</b>	Nelson Sample	301-934-7340
<b>APPROVAL FOR BIDDING, PRE-AWARD OF CONTRACTS</b>	Eleanor Foddrell	301-392-7581
<b>CONTRACTS, OFFICE PRODUCTS, FURNITURE, TEXTBOOKS</b>	Lauren Young	301-934-7337
<b>CREATING REQUISITIONS, INFORMATION ON PURCHASE ORDERS, WAREHOUSE, OFFICE DEPOT</b>	Laura Vigneault	301-392-7586
<b>SAFETY AND RISK</b>		
<b>RISK MANAGEMENT, ENVIRONMENT AND SAFETY</b>	Glenn Belmore	301-934-7275
<b>WORKERS COMPENSATION AND SAFETY</b>	Byran Cummings	301-934-7273