

**OFFICE OF FISCAL SERVICES  
WHO DO YOU CALL?  
SCHOOL YEAR 2020-2021**

<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>ACCOUNTING MANAGER - ACCOUNT CODES, FISCAL YEAR-END DEADLINES, PAYROLL VERIFICATIONS, ACCRUAL, RECEIVABLES FOR GENERAL FUND, CIMS REQUESTS FOR NEW USER ACCESS</b>	Carole Koller	301-934-7207
<b>PAYROLL, LEAVE, DIRECT DEPOSIT, TSA DEDUCTIONS, TAX EXEMPTION</b>	Payroll Staff	payroll@ccboe.com
<b>ACCOUNTING ASSISTANT MANAGER – BANK RECONCILIATIONS, CASH MANAGEMENT, CIP</b>	Brenda Basinger-Zimmerman	301-934-7355
<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 Amy Hartline Renee Ward	301-934-7344 301-934-7343 301-934-7362
<b>NEW VENDOR REQUESTS/CHANGES</b>	Terri Lundskow	301-934-7350
<b>INTERNAL CONTROLS/AUDIT</b>	VACANT	301-934-7348
<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 - TSA REQUEST, INSURANCE CLAIMS, INSURANCE VENDOR PAYMENTS</b>	Christeda Warner	301-934-7459
<b>BENEFITS REPRESENTATIVE - INSURANCE ENROLLMENTS, DEPENDENT ELIGIBILITY, COBRA, INSURANCE INVOICING, TERMINATION PACKETS</b>	Sue Moreno	301-934-7202
<b>BENEFITS REPRESENTATIVE - MARYLAND STATE RETIREMENT (ENROLLMENT AND RETIREMENT), FLEXIBLE SPENDING QUESTIONS, INSURANCE CLAIM INQUIRIES</b>	Latasha Hall	301-934-7289
<b>BENEFITS REPRESENTATIVE - FMLA/LOA FAMILY MEDICAL LEAVE ACT (FMLA)</b>	Thomas Antonielli	301-934-7459

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<b>BUDGET</b>		
<b>OPERATING BUDGET</b>	Sherry Fisher-Davis	301-934-7350
<b>RESTRICTED FUNDS</b>	Earl Sorsby	301-934-7354
<b>RESTRICTED FUNDS</b>	Kelli Scherer	301-934-7355
<b>FOOD AND NUTRITION SERVICES</b>		
<b>GENERAL QUESTIONS</b>	Lititia Warren	301-392-5570
<b>FREE AND REDUCED MEALS</b>	Glenda Henry	301-392-5574
<b>STUDENT ACCOUNT BALANCES AND PARENT INQUIRIES</b>	Sarah Burch	301-392-5576
<b>SUPERVISOR OF FOOD AND NUTRITION SERVICES</b>	William Kreuter	301-392-5573
<b>SUPERVISOR OF FOOD AND NUTRITION SERVICES</b>	Crystal Richardson	301-392-5572
<b>PROGRAM SUPPORT</b>	Tracy Newbold	301-392-5575
<b>CULINARY TRAINER</b>	Jacqueline Fischer	301-392-5570
<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>WAREHOUSE INVENTORY AND REPLENISHMENT, SOLICITATIONS, AS400 TRAINING, WAREHOUSE ORDERS, OFFICE DEPOT ORDER TRAINING</b>	Laura Vigneault	301-392-7586
<b>GENERAL PURCHASING INFORMATION, CREATING PURCHASE ORDERS, PURCHASE ORDER STATUS AND TRACKING</b>	Terri Rose	301-392-7569
<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