

## Who to contact in Business Services

What account number should I use for this purchase?	Sandy Jack Erynn Young Shelley Rust	1053 5428 5427
What expenses have been deducted from this account? (Remember to check the CIMS Account Balance Lookup first)	Sandy Jack Erynn Young Shelley Rust	1053 5428 5427
Is there an allocation in the budget for _____?	Tom Kappra Sandy Jack	5497 1053
How do I develop a budget for a grant that I applied for?	Erynn Young	5428
What has been charged to my grant account this fiscal year?	Erynn Young	5428
How much will it cost to purchase items for my school/office?	Kelly Wood	5430
What is the status of my purchase order? (Remember to check CIMS – Status of Purchase Order)	Christina Holbrook Susie Himmer	5429 5431
Any questions regarding purchase orders	Christina Holbrook	5429
Any questions regarding Material Safety Data Sheets	Susie Himmer	5431
Any questions regarding fixed assets	Susie Himmer	5431
Any questions regarding the Purchasing Card Program	Shelley Rust	5427
Any questions regarding school office bookkeeping	Shelley Rust	5427
Any questions regarding Tax Sheltered Annuities	Shelley Rust	5427
How do I order fuel oil and propane?	Donna Sutton	5497
Any questions regarding telephone bills	Judy Mahoney	5017
How would I submit for payment of an invoice?	Judy Mahoney Patty Dudkewitz	5017 5017
How do I fill out a travel form?	Patty Dudkewitz	5017
Has an invoice/purchase order been paid?	Judy Mahoney Patty Dudkewitz	5017 5017
Any questions regarding payroll, payroll deductions, W2, reimbursements.	Colette Webster Andrea Malone Nona Fanning Christina Tunnell	5417 5417 5417 5418
Any questions regarding Maryland Sales & Use tax.	Tom Kappra Shelley Rust	5497 5427
Any questions regarding process improvement	Tom Kappra	5497