BUSINESS SERVICES CONTACT LIST

2/28/2023

	Accounting	Accounts Payable	Budget	Chief Financial Officer	Facilities Services	Financial Services	Payroll	Property Management	Purchasing	Risk Management	Technolgy Info System	Technology Networking	Transportation	Treasury	Dist. Ctr
extension	0021	0013	0030/0031	0157	0192	0012	0025	0581	0104	0068	2747	2749	0138	0028	0790
Activity Fund Gifts	✓														
Activity Fund Questions/Information	✓														
Bid Questions									✓						
Budget Codes--All Questions			✓												
Budget Change Request (BCR) Questions			✓												
Cash Receipts														✓	
Charter Buses													✓		
Check Request Questions EXCEPT for Budget Codes									✓						
Computer Access												✓			
E-mail Access												✓			
Equipment Repair (Non Technology)												✓			
Equipment Repair (Technology)												✓			
Field Trip Transportation													✓		
Gifts not going into Activity Funds								✓							
Grant Questions			✓												
HEAT Technology Requests											✓	✓			
Impact Aid			✓	✓											
Incident Reports/Workers Comp										✓					
KISD Credit Card Questions									✓						
Mileage									✓						
Moving Property from one Dept to Another								✓							
Payments for Vendors and Employee Reimbursements		✓													
Payroll Questions/Checks							✓								
Per Diem Rates									✓						
Picking up Checks														✓	
Property Loss										✓					
Property Warehouse								✓							
Requisition Questions									✓						
Purchasing copy machines/fax machines									✓			✓			
Quotes for purchasing technology items									✓			✓			
Refunds														✓	
TEAMS Access/Training											✓				
School Dude Maintenance Requests					✓										
Setting Up Budget Codes			✓												
Textbooks								✓							
Timekeeping System							✓								
Transcripts								✓							
Vendor Checks		✓													
Vendor Questions									✓						
Warehouse Orders															✓
Windows Access												✓			