

# AP STAFF INTRODUCTION

**Ann Modlin** x6520

Purchase Orders

XREQ Creation - Assistance & Training

Professional Development Reimbursements  
(Leadership)

Tuition Reimbursements (Classified)

**Masilamany "Indy" Indrasenan** x6764

Vendors A - Z (Non-Contract)

**Sondra Gist** x6509

Utilities Maintenance and Operations  
Home Depot Pro Mission Linen, Home  
Depot/Lowes Southwest School &  
Office Supply

**Lisa Jehlicka** x6524

Oversees Fiscal Services

**Wanda Scott** x6515

Oversees AP/AR duties

Associated Student Body Ambassador

[asb@palmdalesd.org](mailto:asb@palmdalesd.org)

BEST Advantage System Training

Internal Controls

Teacher's Overage ♦ 1099

**Susan Phanhsy** x6519

Warrants - Distribution/Cancellations

Credit Card (Check-In/Out)

Cash Collections

AP Mail Distribution ♦ Records Keeping

PO Creation

Vendor Mtc - Creations, Modifications

1099 Support

**Adriana Martinez-Castro** x6517

Contracts Desk

Copiers

(Maintenance, Lease Agreements and  
Supplies)

**Sarah Cabrera** x6608

Conference Desk

Field Trips

**Karina Cortez** x6606

Mileage

ASB Support

Fixed Assets Support