

Accounts Payable Assignments

Shaminder Brar Ext. 6524	Wanda Scott Ext. 6515	Linhna Ung Ext. 6519
Oversees all Fiscal Aspects	Associated Student Body Ambassador asb@palmdalesd.org BEST Advantage System Training Internal Controls ASB Cash Collection Auditing Bank Deposit Auditing Liabilities Oversees AP/AR duties LTD Payments Fixed Assets Teacher's Overage 1099	Warrant Reconciliation/Distribution/Cancellations Credit Card (Check-In/Out) Cash Collections Jet Mail and AP Mail Distribution US Bank Reconciliation Payroll Distribution Paid Records Keeping PO Creation Vendor Maintenance AP Minutes AP Support <i>*all AP staff alternate as backup</i>
661-789-6524 SSBrar@palmdalesd.org Fiscal Services Administrator	661-789-6515 wscott@palmdalesd.org Assistant Director of Business Services	661-789-6519 lung@palmdalesd.org Administrative Clerk II
Lesley Tucker Ext. 6509	Adriana Martinez Castro Ext. 6508	Ann Modlin Ext. 6520
Contracts ASB Support (as needed) WEX Reimbursements Amazon Copiers Maintenance, Lease Agreements, Supplies	Contract Payments Conference Payments AR Invoice Receipting ASB Support Bank Deposits and Reconciliation Mileage	County Transfer Purchase Order Creation/Printing/Distribution/Modification Professional Development Reimbursements Outdoor Science Reimbursement Warehouse Support Board Report XREQ Creation/Assistance District Insurances, Utilities, Sites when applicable XREQ Training for Departments and Sites (as needed)
<i>*Backup: Candice</i>	<i>*Backup: Candice</i>	<i>*Backup: Lesley</i>
661-789-6509 contracts@palmdalesd.org lstucker@palmdalesd.org Accounting Clerk II	661-789-6508 amartinezcastro@palmdalesd.org Accounting Clerk II	661-789-6520 aemodlin@palmdalesd.org Accounting Clerk II
Candice Ratzenburg Ext. 6517	Masilamany "Indy" Indrasenan Ext. 6507	Maria Cervantes Ext. 6606
Conferences Accounts Receivable Invoicing LTD XREQ/Payment Prep XREQ Creation (Back-up for Utilities/Insurance) Reconcile US Bank Cal Card Statement Vendors A - F	Payroll GAX Vendors G - Z WC & other Insurance Settlements Credit Card Payments and Tracking	Utilities Maintenance and Operations Home Depot Pro Mission Linen, Home Depot/Lowes maintenance Southwest School & Office Supply Chargebacks
<i>*Backup: Maria</i>	<i>*Backup: Lesley</i>	<i>*Backup: Indy</i>
661-789-6517 conferences@palmdalesd.org crratzenburg@palmdalesd.org Accounting Clerk II	661-789-6507 acctpayable@palmdalesd.org mindrasenan@palmdalesd.org Accounting Clerk II	661-789-6606 acctpayable@palmdalesd.org macervantes@palmdalesd.org Accounting Clerk II