

**Accounts Payable Assignments**

<b>Shaminder Brar</b> Ext. 6524	<b>Wanda Scott</b> Ext. 6515	<b>Linhna Ung</b> Ext. 6519
Oversees all Fiscal Aspects  661-789-6524 <a href="mailto:SSBrar@palmdalesd.org">SSBrar@palmdalesd.org</a> Fiscal Services Administrator	Associated Student Body Ambassador <a href="mailto:asb@palmdalesd.org">asb@palmdalesd.org</a> 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  661-789-6515 <a href="mailto:wscott@palmdalesd.org">wscott@palmdalesd.org</a> Assistant Director of Business Services	Warrants Reconciliation/Distribution/Cancellations Credit Card (Check-In/Out) Cash Collections Jet Mail and AP Mail Distribution US Bank Reconciliation Paid Records Keeping PO Creation Vendor Maintenance Creations, Modifications, 1099 Support Payroll Distribution Reception Coverage  *all AP staff alternate as backup  661-789-6519 <a href="mailto:lung@palmdalesd.org">lung@palmdalesd.org</a> Administrative Clerk II
<b>Adriana Martinez-Castro</b> Contracts Desk Ext. 6517	<b>Ann Modlin</b> Ext. 6520	<b>Maria Cervantes</b> Ext. 6606
Contracts (including XREQs) ASB Support* (Temp. Reassignment) Copiers Maintenance, Lease Agreements, Supplies WEX* Amazon* Storer* XREQ (Backup for Utilities and Insurance)  *Vendors Temporarily Assigned to Conference Desk  *Backup: Sarah, Ann (for XREQs)  661-789-6517 <a href="mailto:contracts@palmdalesd.org">contracts@palmdalesd.org</a> <a href="mailto:amartinezcastro@palmdalesd.org">amartinezcastro@palmdalesd.org</a> Accounting Clerk II	County Transfer Purchase Order Creation/Printing/Distribution/Modification Professional Development Reimbursements (Leadership) Tuition Reimbursements (Classified) Outdoor Science Reimbursement Warehouse Support Board Report XREQ Creation/Assistance District Insurances, Utilities, Sites (when applicable) XREQ Training For Departments and Sites as needed  *Backup: Adriana  661-789-6520 <a href="mailto:aemodlin@palmdalesd.org">aemodlin@palmdalesd.org</a> Accounting Clerk II	Utilities Maintenance and Operations Home Depot Pro Mission Linen, Home Depot/Lowes Southwest School & Office Supply Chargebacks  *Backup: Indy  661-789-6606 <a href="mailto:acctpayable@palmdalesd.org">acctpayable@palmdalesd.org</a> <a href="mailto:macervantes@palmdalesd.org">macervantes@palmdalesd.org</a> Accounting Clerk II
<b>Masilamany "Indy" Indrasenan</b> Ext. 6507	<b>Patty Bautista</b> Ext. 6509	<b>Sarah Cabrera</b> Conference Desk Ext. 6508
Payroll GAX Vendors G - Z (Non-Contract) WC & Other Insurance Settlements Credit Card Payments and Tracking  *Backup: Adriana  661-789-6507 <a href="mailto:acctpayable@palmdalesd.org">acctpayable@palmdalesd.org</a> <a href="mailto:mindrasenan@palmdalesd.org">mindrasenan@palmdalesd.org</a> Accounting Clerk II	Vendors A-F (Non-Contract) Conference/Contract/Misc Payments (IN/GAX) AR Invoice Receipting (CR) Receipting and Invoice Creation (RE) Bank Deposits and Reconciliation Prep Mileage ASB Support (as needed)  *Backup: Sarah  661-789-6509 <a href="mailto:acctpayable@palmdalesd.org">acctpayable@palmdalesd.org</a> <a href="mailto:pbautista@palmdalesd.org">pbautista@palmdalesd.org</a> Accounting Clerk II	Conference Desk (Including GAEs) LTD XREQ/Payment Prep US Bank Cal-Card Statement Reconciliation/XREQ Fixed Assets Support  *Backup: Maria  661-789-6508 <a href="mailto:conferences@palmdalesd.org">conferences@palmdalesd.org</a> <a href="mailto:sjcabrera@palmdalesd.org">sjcabrera@palmdalesd.org</a> Accounting Clerk II