

AP STAFF INTRODUCTION

Ann Modlin x6520

Purchase Orders
XREQ Creation - Assistance & Training
Professional Development Reimbursements
(Leadership)
Tuition Reimbursements (Classified)

Masilamany "Indy" Indrasenan x6467

Vendors G - Z (Non-Contract)

Maria Cervantes x6606

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

Fiscal Administrator (OPEN) x6524

Oversees all Fiscal Aspects

Wanda Scott x6515

Oversees AP/AR duties
Associated Student Body Ambassador
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
Payroll Distribution ♦ Reception Coverage

Adriana Martinez-Castro x6517

Contracts Desk
ASB Support
Copiers
Maintenance, Lease Agreements,
Supplies

Sarah Cabrera x6508

Conference Desk
Field Trips Fixed Assets Support

Sondra Gist x6509

Vendors A - F (Non-Contract)
Mileage