

## WHO DOES WHAT???? by EMPLOYEE JOB TITLE

Hotline (includes Bus Route updates)	259-4154
Inclement Weather	259-4154 or www.wjcc.k12.va.us
General Operating & Cafeteria Deposits	Accountant - Beth (603-6420)
Student Activity Funds	Accountant - Beth (603-6420)
Fixed Assets	Accountant - Beth (603-6420)
PAMs (Purchase Authorization Memos)	Accounts Payable Specialist - Sherri (603-6419)
Per Diem	Accounts Payable Specialist - Sherri (603-6419)
Contract Payments	Accounts Payable Specialist - Sherri (603-6419)
Invoices	Accounts Payable Specialist - Sherri (603-6419)
Purchase Order Payments and Checks	Accounts Payable Specialist - Sherri (603-6419)
P-Cards (Purchasing Cards): after purchase	Accounts Payable Specialist - Sherri (603-6419)
TAP Reimbursement Payments	Finance Specialist - Germaine (603-6417)
Mileage and/or Travel Reimbursements	Finance Specialist - Germaine (603-6417)
TAP Reimbursement Processing	Finance Specialist - Germaine (603-6417)
Maintenance Contract Renewals, Annual	Finance Specialist - Germaine (603-6417)
Purchase Requisitions/Orders (PR, PO)	Finance Specialist - Germaine (603-6417)
Stationery/Copy Paper Orders	Finance Specialist - Germaine (603-6417)
P-Cards (Purchasing Cards): before purchase	Finance Specialist - Germaine (603-6417)
Benefits (Annuity Options, VRS, etc.)	Human Resources
Change of Address	Human Resources
Contract, Employee	Human Resources
Flex Benefits	Human Resources
FLSA (Fair Labor Standards Act) Questions	Human Resources
Holidays, Questions about...	Human Resources
Insurance, Health and VRS Optional Life	Human Resources
Stipend Issues	Human Resources
TAP Reimbursement Requests	Human Resources
Sick Leave Bank <i>and</i> Sick Leave Donations	Human Resources and Risk Mgt Coord – Rita (603-6415)
Payroll (monthly, supplemental, etc.)	Payroll Coordinator - Lacy (603-6426)
W-2's	Payroll Coordinator - Lacy (603-6426)
Deductions (payroll deductions)	Payroll Coordinator - Lacy (603-6426)
Direct Deposit	Payroll Specialist - Janis (603-6425)
Substitute Timesheets	Payroll Specialist - Janis (603-6425)
Copiers	Purchasing (shared with County) - D Merritt-Ham (253-6647)
Furniture Purchases	Purchasing (shared with County) - D Merritt-Ham (253-6647)
Blanket Purchase Orders (BPOs)	Purchasing (shared with County) - Kitty Hall (253-6644)
Contract, Purchasing/Vendor	Purchasing (shared with County) - Kitty Hall (253-6644)
Term Contract Renewals	Purchasing (shared with County) - Kitty Hall (253-6644)
Bids	Purchasing (shared with County) - Kitty Hall (253-6644)
FMLA (Family Medical) Temp Disability	Risk Management Coordinator - Rita (603-6415)
Budget Book	Risk Management Coordinator - Rita (603-6415)
Insurance, Liability	Risk Management Coordinator - Rita (603-6415)
Leave Reports, Leave Processing	Risk Management Coordinator - Rita (603-6415)
Theft, Report of	Risk Management Coordinator - Rita (603-6415)
Accidents/Injury, Student/Non-Student	Risk Management Coordinator - Rita (603-6415)
Damage, to school property	Risk Management Coordinator - Rita (603-6415, 903-9970)
Workers Comp (Employee Injuries)	Risk Management Coordinator - Rita (603-6415, 903-9970)
CIP Invoices	Senior Director for Finance - Rene (603-6418)
Monthly Reports	Senior Director for Finance - Rene (603-6418)
Budget Transfers/Journal Entries	Senior Director for Finance - Rene (603-6418)
Accidents, Vehicle	Transportation-Lois Delk 259-7183, 903-1092 and Rita 603-6415

*Revised: 5-01-2011*