

## WHO DOES WHAT???? Listed by JOB FUNCTION

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

*Revised: 5-01-2011*