

SVSD Business Office Who Can Help

Christina Williams • Accounting Supervisor • (425) 831- 8025 • williamsc@svsd410.org

- Internal Controls
- Imprest Accounts
- ASB Guidance
- Travel & Mileage Claims
- Purchasing/Reimbursement Approvals
- Chart of Accounts

Melanie Barnett • Accounts Receivable • (425) 831-8010 • barnettm@svsd410.org

- Donation Accounts
- Banking/Cash Reconciliation
- ASB & A/R Invoicing
- Grant Claims
- POS/Touchbase

Amanda Heikkila • Accounts Payable/Purchasing • (425) 831-8011 • heikkilaa@svsd410.org

- Purchase Orders
- ASB/CPF Accounts Payable
- Vendor Management
- BIDs/Quotes
- Service Contracts
- Certificates of Insurance
- Capital Projects
- Online/E-Commerce Ordering
- Business Credit Card (P-Card)
- Revolving Fund
- Student Accident/Incident Reports

Jennifer Gardner • Accounts Payable • (425) 831-8013 • gardnerje2@svsd410.org

- GF Accounts Payable
- Vendor Management
- Travel Cards
- BMO Payments

Lori Becker • Payroll • (425) 831-8014 • beckerl@svsd410.org

- Payroll
- Benefits
- Retirement
- Skyward Time Off
- Worker's Compensation Claims

Cheryl Brown • Accounting Technician • (425) 831-8013 • brownc@svsd410.org

- Timesheets

If you have a question you don't see on the list pertaining to the finance department, please contact any of the above numbers. We will get you to the right person/department.

**InTouch Questions: 1-800-627-4767
support@intouchreceipting.com**