

## SVSD Business Office | Who Can Help

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### Christina Williams • Accounting Supervisor • (425) 831- 8025 • [williamsc@svsd410.org](mailto:williamsc@svsd410.org)

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- Internal Controls
- Imprest Accounts
- ASB Guidance
- Chart of Accounts
- Budget Prep/Transfers/Status Reports
- Financial Reporting / Statements / System Management
- Notes & SEFA
- Grant Management
- Building & Department Budgets
- Audit
- PO Approvals
- InvestEd
- P-Card Account Management
- Secretary Training

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### Amanda Heikkila • Accounts Payable/Purchasing • (425) 831-8011 • [heikkilaa@svsd410.org](mailto:heikkilaa@svsd410.org)

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- Purchase Orders
- ASB/Capital Accounts Payable
- Vendor Management
- BIDs/Quotes
- Service Contracts
- Certificates of Insurance
- Capital Projects
- Online/E-Commerce Ordering
- Business Credit Card (P-Card)
- Revolving Fund (Refund Requests)
- Accident/Incident Reports
- Employee Reimbursements (ACH)
- [www.svsd410.org](http://www.svsd410.org) Forms
- DOR | L&I | Notice of Completion (NOC)

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### Jennifer Gardner • Accounts Payable • (425) 831-8013 • [gardnerje2@svsd410.org](mailto:gardnerje2@svsd410.org)

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- General Fund Accounts Payable
- Vendor Management
- Travel Cards
- BMO Payments

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### Aishwarya Chandra • Accounts Receivable • (425) 831-8044 • [chandraa@svsd410.org](mailto:chandraa@svsd410.org)

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- Banking/Cash Reconciliation
- A/R Invoicing
- InTouch/POS/Touchbase
- Leave Requests
- iGrant Claims
- NSF Checks
- Refunds

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### Lisa Oates • Payroll • (425) 831-8014 • [oatesl@svsd410.org](mailto:oatesl@svsd410.org)

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

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### Melanie Barnett • Payroll • (425) 831-8010 • [barnettm@svsd410.org](mailto:barnettm@svsd410.org)

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- Classified Payroll

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### Anca Milotai • Payroll • (425) 831-8038 • [milotaia@svsd410.org](mailto:milotaia@svsd410.org)

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- 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@intouchrecepting.com](mailto:support@intouchrecepting.com)**