

**MANSFIELD ISD
BUSINESS DEPARTMENT**

IF YOU NEED HELP WITH:	CONTACT	EMAIL	EXTENSION
Accidents - falls, auto, etc	Shelley Taylor	shelleytaylor@misdmail.org	6330
Activity Fund	Chelcie Howley	chelciehowley@misdmail.org	6307
Benefits	Lucy Peeples	lucypeeples@Misdmail.org	6336
Budget Amendments	Natasha Whetstone	natashawhetstone@misdmail.org	6388
Budget Codes	Natasha Whetstone	natashawhetstone@misdmail.org	6388
	Kati Walker	katrinawalker@misdmail.org	6304
Budget Codes - 461	Chelcie Howley	chelciehowley@misdmail.org	6307
Budget Transfers	Natasha Whetstone	natashawhetstone@misdmail.org	6388
Carnivals (bounce houses)	Shelley Taylor	shelleytaylor@misdmail.org	6330
Deposit Pickup	Kati Walker	katrinawalker@misdmail.org	6304
Donations	Kati Walker	katrinawalker@misdmail.org	6304
Field Trips	Patrick Contreras	patriciocontreras@misdmail.org	6313
FMLA	Lisa LaFleur	lisalafleur@Misdmail.org	6335
Grants	Sefi Onimago-Ishiaka	sonimago-ishiaka@misdmail.org	6387
Ordering Materials / Furniture	Dottie Morrow	dottiemorrow@misdmail.org	6094
Ordering Technology	Cody Cannon	codycannon@misdmail.org	6092
PayK-12	Jeannette Slack	jeannetteslack@Misdmail.org	6310
Payroll	Payroll Department	payroll@misdmail.org	6337
Purchase Order Approvals	Purchasing Department	Cody / Dottie / Ed	6090
Purchase Order Changes	Beverly Stahl	beverlystahl@misdmail.org	6090
Quotes	Purchasing Department	Cody / Dottie / Ed	6090
Receiving - Purchase Orders	Patsy Fellers	patsyfellers@misdmail.org	6308
Risk Managemnt	Shelley Taylor	shelleytaylor@misdmail.org	6330
Sales Tax	Chelcie Howley	chelciehowley@misdmail.org	6307
Sick Bank	Shelley Taylor	shelleytaylor@misdmail.org	6330
Skyward Access	Natashsa Whetstone	natashawhetstone@misdmail.org	6388
Skyward Reports	Chelcie Howley	chelciehowley@misdmail.org	6307
Travel - hotels, reimbursements	Patrick Contreras	patriciocontreras@misdmail.org	6313
Travel - Meal Money	Beth Kirsch	bethkirsch@misdmail.org	6315
Vendors - #, A-C (invoices, questions)	Patsy Fellers	patsyfellers@misdmail.org	6308
Vendors - D-J (invoices, questions)	Patrick Contreras	patriciocontreras@misdmail.org	6313
Vendors - K - P (invoices, questions)	Beth Kirsch	bethkirsch@misdmail.org	6315
Vendors - Q - Z (invoices, questions)	Deanna Brogden	deannabrogden@misdmail.org	6314
Vendor Set-up	Beverly Stahl / Debra Crockett	debracrockett@misdmail.org	6091
Warehouse Requisitions	Brad Barker	bradbarker@misdmail.org	6099
Worker's Comp	Lucy Peeples	lucypeeples@Misdmail.org	6336

WHO DO I SEND IT TO

Activity Account Documentation	Chelcie Howley	chelciehowley@misdmail.org	6307
Budget Amendment - Paper form	Natasha Whetstone	natashawhetstone@misdmail.org	6388
Check Request Backup	Accounts Payable	accountspayable@Misdmail.org	
Grant Packets - SIGNED	Kati Walker	katrinawalker@misdmail.org	6304
Invoices	Accounts Payable	accountspayable@Misdmail.org	
PDSA	Kati Walker	katrinawalker@misdmail.org	6304
Refund Forms - SIGNED	Kati Walker	katrinawalker@misdmail.org	6304
Timesheets	Payroll Department	payroll@misdmail.org	
Travel Documentation	Patrick Contreras	patriciocontreras@misdmail.org	6313

WHERE DO I FIND THE MATERIALS / FORMS

Business Forms & Documents	Mansfield ISD / Departments / Business Services / Business Forms		
Coding Charts	Kati Walker	katrinawalker@misdmail.org	6304
Receipt Books	Kati Walker	katrinawalker@misdmail.org	6304
Student Tally Sheets	Kati Walker	katrinawalker@misdmail.org	6304