

# MANSFIELD ISD BUSINESS SERVICES

## Accounting

Chelcie Howley	Activity Fund Accountant	<a href="mailto:chelciehowley@misdmail.org">chelciehowley@misdmail.org</a>	96307
Monica Irvin	Director of Financial Services	<a href="mailto:monicairvin@misdmail.org">monicairvin@misdmail.org</a>	96311
Sefi Onimago-Ishiaka	Special Revenue Accountant	<a href="mailto:sonimago-ishiaka@misdmail.org">sonimago-ishiaka@misdmail.org</a>	96387
Jeannette Slack	Accounting Assistant	<a href="mailto:jeannetteslack@misdmail.org">jeannetteslack@misdmail.org</a>	96310

## Accounts Payable [accountspayable@misdmail.org](mailto:accountspayable@misdmail.org)

Karen Fichte	Accounts Payable Assistant	<a href="mailto:karenfichte@misdmail.org">karenfichte@misdmail.org</a>	96313
Patsy Fellers	Accounts Payable Assistant Lead	<a href="mailto:patsyfellers@misdmail.org">patsyfellers@misdmail.org</a>	96308
	Accounts Payable Part-Time Temp	<a href="mailto:carolinegauthier@misdmail.org">carolinegauthier@misdmail.org</a>	96314
Beth Kirsch	Accounts Payable Assistant	<a href="mailto:bethkirsch@misdmail.org">bethkirsch@misdmail.org</a>	96315

## Benefits [benefits@misdmail.org](mailto:benefits@misdmail.org) **96356**

Rachel Ratliff	Benefits Specialist	<a href="mailto:rachelratliff@misdmail.org">rachelratliff@misdmail.org</a>	96389
Sabine Padilla	Benefits Specialist	<a href="mailto:sabinepadilla@misdmail.org">sabinepadilla@misdmail.org</a>	96335
Denise Miller	Director of Payroll and Benefits	<a href="mailto:denisemiller@misdmail.org">denisemiller@misdmail.org</a>	96333

## Budget

Natasha Whetstone	Director of Budgeting	<a href="mailto:natashawhetstone@misdmail.org">natashawhetstone@misdmail.org</a>	96388
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## Business Services

Laurenda Sanguinetti	Secretary	<a href="mailto:laurendasanguinetti@misdmail.org">laurendasanguinetti@misdmail.org</a>	96304
Michele Trongaard	Assoc. Super. Business & Finance	<a href="mailto:micheletrongaard@misdmail.org">micheletrongaard@misdmail.org</a>	96324

## Distribution

Robert Averitt	Warehouse Worker	<a href="mailto:robertaveritt@misdmail.org">robertaveritt@misdmail.org</a>	
Brad Barker	Distribution Center Warehouse Mgr.	<a href="mailto:bradbarker@misdmail.org">bradbarker@misdmail.org</a>	96099
Sandra Childers	Student Nutrition / Warehouse Worker	<a href="mailto:sandrachilders@misdmail.org">sandrachilders@misdmail.org</a>	
Kevin Forbes	Student Nutrition / Warehouse Worker	<a href="mailto:kevinforbes@misdmail.org">kevinforbes@misdmail.org</a>	
Daniel Herring	Warehouse Worker	<a href="mailto:danielherring@misdmail.org">danielherring@misdmail.org</a>	
Francisco Jimenez	Warehouse Worker	<a href="mailto:franciscojimenez@misdmail.org">franciscojimenez@misdmail.org</a>	
Mark Myers	Distribution Center Warehouse Lead	<a href="mailto:markmyers@misdmail.org">markmyers@misdmail.org</a>	96455
Sandy Woodley	Warehouse Worker	<a href="mailto:sandywoodley@misdmail.org">sandywoodley@misdmail.org</a>	

## Payroll [payroll@misdmail.org](mailto:payroll@misdmail.org) **96357**

Katie Anderson	Payroll/Benefits Reporting Specialist	<a href="mailto:kathleenanderson@misdmail.org">kathleenanderson@misdmail.org</a>	96331
Lucy Dillard	Payroll Assistant Lead	<a href="mailto:lucydillard@misdmail.org">lucydillard@misdmail.org</a>	96367
Joyes Dolliole	Payroll Assistant	<a href="mailto:joyesdolliole@misdmail.org">joyesdolliole@misdmail.org</a>	96334
Karen Lopez	Payroll Assistant	<a href="mailto:karenlopez@misdmail.org">karenlopez@misdmail.org</a>	96332
Denise Miller	Director of Payroll and Benefits	<a href="mailto:denisemiller@misdmail.org">denisemiller@misdmail.org</a>	96333
Elizabeth Yates	Payroll Assistant	<a href="mailto:elizabethyates@misdmail.org">elizabethyates@misdmail.org</a>	96337

## Purchasing **96090**

Cody Cannon	Buyer	<a href="mailto:codycannon@misdmail.org">codycannon@misdmail.org</a>	96092
Toni Chadwick	Purchasing Specialist	<a href="mailto:tonichadwick@misdmail.org">tonichadwick@misdmail.org</a>	96091
Alexia Bazarte	Purchasing Specialist	<a href="mailto:alexiabazarte@misdmail.org">alexiabazarte@misdmail.org</a>	96090
Ed Harper	Director of Purchasing	<a href="mailto:edwardharper@misdmail.org">edwardharper@misdmail.org</a>	96093
Kristi Russell	Buyer	<a href="mailto:kristirussell@misdmail.org">kristirussell@misdmail.org</a>	96094

## PEIMS

Vacant	Software Trainer	<a href="mailto:@misdmail.org">@misdmail.org</a>	96383
Sheryl Moulden	PEIMS Coordinator	<a href="mailto:sherylmoulden@misdmail.org">sherylmoulden@misdmail.org</a>	96361
Dawn Logan	PEIMS Assistant Elementary	<a href="mailto:dawnlogan@misdmail.org">dawnlogan@misdmail.org</a>	96381

## MANSFIELD ISD BUSINESS SERVICES

### IF YOU NEED HELP WITH:

### CONTACT

Activity Fund	Activity Fund Accountant
<a href="#">Budget Amendments/Transfers</a>	Budget Director
Budget Codes other than 461	Budget Director, cc Secretary
Budget Codes - 461	Activity Fund Accountant
Deposit Pickup	Police Department
<a href="#">Donations (intent to accept form)</a>	Secretary
Field Trip Payments	AP/Karen Fichte
<a href="#">FMLA/Medical Leave</a>	Benefits
Grants	Special Revenue Accountant
<a href="#">Insurance: Medical, Dental, etc.</a>	Benefits
Journal Entries	Accounting Assistant
Ordering Materials / Furniture	Buyer/Kristi Russell
Ordering Technology	Buyer/Cody Cannon
PayK-12 (credit card merchant)	Accounting Assistant
Payments to departments	Accounting Assistant
<a href="#">Purchase Order Changes</a>	<a href="#">Complete Online Form</a>
Receiving Purchases in Skyward	Accounts Payable Lead
Sales Tax	Activity Fund Accountant
Sick Bank	Benefits
Skyward access for Finance	Budget Director
Skyward Reports	Activity Fund Accountant
Travel - hotels, reimbursements	AP/Karen Fichte
Travel - Meal Money	AP/Beth Kirsch
Vendor Invoices - Amazon, Construction, Cr. Cards, Utilities	AP/Patsy Fellers
Vendor Invoices - A-M, Entry Fees, Meal \$	AP/Beth Kirsch
Vendor Invoices – N-Z, Field Trips, Scholarships	AP/Karen Fichte
Vendor Set-up	Purchasing Assistant

### WHO DO I SEND IT TO

Activity Account Documentation	Activity Fund Accountant
Budget Amendment - Paper form	Budget Director
Check Request Backup	Accounts Payable
Grant Package - after SIGNED by Assoc.	Secretary
Invoices	Accounts Payable
<a href="#">PDSA</a>	Secretary
<a href="#">Refund from activity &amp; sunshine</a>	Activity Fund Accountant
<a href="#">Refund from general fund</a>	Special Revenue Accountant
Timesheets	Payroll Department

Travel Documentation	Karen Fichte
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**WHERE DO I FIND THE MATERIALS / FORMS**

Business Forms & Documents	<a href="#">Business Services Web Page</a>
Coding Charts	Secretary
Deposit Bags	Secretary
Receipt Books	Secretary
Student Tally Sheets	Secretary

6/7/2021