

BUSINESS SERVICES
Who we are & what we do for you

Assistant Superintendent: Business Services

Sally McLean
(253) 945-2042

Executive Assistant, Business Services
Carol Ann Radford, (253) 945-2043

Business Applications Administrator
IFAS Support
David Wilson (253) 945-2041

Enrollment and Demographics
Tanya Nascimento (253) 945-2071

**Jeri Carlson, Director of
Business Services**
(253) 945-2045

**Diana Seeley, Director of Purchasing
and Risk Management**
(253) 945-2070

Buyer

Dana Harris, (253) 945-2076
Fixed Assets

Buyer

Lynn Shore, (253) 945-2051

Security Manager

David Remmem, (253) 945-2291

Security C.O.O.

Linda Hermes (253) 945-2290
Student Accident Reports
Student Accident Insurance
Weapons Report

Pam Jacobson, Payroll Manager
(253) 945-2061

Julie Reitz, Payroll Specialist:
Retirement, DCP (253) 945-2064

Laveda Nichols, Payroll Specialist
Absences, Workman's Comp, Volunteer
Timesheets (253) 945-2062

Heather Reichel Payroll Specialist
Timesheets (253) 945-2079

Kristen Hudgins, Payroll Specialist
Insurance Benefits
(253) 945-2060

Clayton Betz, (253) 945-2053
Accounting Support

Barb Piguet, (253) 945-2037
Accounting Manager

Gloria Shank, (253) 945-2044
Budgets, Grants

Currently Open
Financial Analyst, ASB, Capital Projects and General Fund, JE's and Chart of
Accounts maintenance

Financial Tech II Positions

Denise Matt, (253) 945-2065 Facility Use,
J-L, ENT, GGB, LDF, LGV, LKL, SHF, SIL, STR, SUN, TWL, VLH, WIL, WDM

Mischellie Oh, (253) 945-2046
S-Z, ILH, KLO, LAK, SAC, SGH, SEQ, PA, TAF, FWHS, SSS, TRANSPORTATION

Therese Lee, (253) 945-2067 Procurement cards
M-R, MTW, MHL, MIR, NAU, OLV, PNL, RNV, TBHS, DEC, NTR, Copiers NW

Valerie Moen, (253) 945-2047 Elementary ASB Bank Reconciliations
A-I, ADE, BRG, CAM, TTM, TJHS, TRU, STAPLES

**BUSINESS SERVICES FAX (253) 941-0442,
PURCHASING FAX (253) 945-2055**

Updated 11/18/2010

Business Hours – 7:30 am to 4:30 pm