

BUSINESS SERVICES
Who we are & what we do for you

Chief Financial Officer
Sally McLean
 (253) 945-2042

Executive Assistant, Business Services
 Carol 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

Clayton Betz, (253) 945-2053
 Capital Projects

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

Toni Cassman, Accounting Manager (253) 945-2048
 Accounts Payable, Accounts Receivable, Advance Travel,
 Cash handling and deposits, District Revolving Funds

Jacki Racus, (253) 945-0237
 ASB, Accounting, JE's,
 Account codes

Vacant
 Capital Projects

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

Financial Tech II Positions

Leila Dauer, (253) 945-2065
 A-C, G-L, ADE, BRG, CAM, TTM, TJHS, TRU, AWSP, Corp Express, Home Depot, Nextel Elem. ASB Bank Reconciliations

Therese Lee, (253) 945-2067 Procurement Cards,
 M-R, MTW, MHL, MIR, NAU, OLV, PNL, RNV, TBHS, NTR, Copiers NW, Gear Athletics, NW Text, Pepper, Waste Mgmt.

Valerie Moen, (253) 945-2047 Facilities Use
 D-F, W-Z, ENT, GGB, LDF, LGV, LKL, SHF, SLV, STR, SUN, TWL, VLH, WLD, WDM, SAC, SGH, PA, DEC, FWHS, KCDA

Mischellie Oh, (253) 945-2046
 S-V, ILH, KLO, LAK, SEQ, TAF, SSS, Smith Bros., Success For All, PSE, Wittco

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

Updated 4/30/2009

Business Hours – 7:30 am to 5:00 pm