

**WASHINGTON COUNTY SCHOOL DISTRICT  
BUSINESS DEPARTMENT CONTACTS AND SUPPORT**

**BUSINESS ADMINISTRATION**

|                    |      |                                    |  |
|--------------------|------|------------------------------------|--|
| <b>Brent Bills</b> | 5103 | Business Administrator             | Business Director  |
| Camille Ames       | 5103 | Business Administrator's Assistant | Principal / Admin Credit Cards - Zions Bank, District Keys |

**ACCOUNTING**

|                  |      |                             |   |
|------------------|------|-----------------------------|---|
| <b>Amy Booth</b> | 5104 | Finance Director            | Account Questions, Journal Entries, In Touch, Touch Base, ESS Invoices, Cell Phone Reimbursements |
| Karen Blake      | 5111 | Accounts Payable Technician | Invoices for letters A-N  |
| Megan Sorenson   | 5108 | Accounts Payable Technician | Invoices for letters O-Z, New Vendors, Credit Card Logs, Amazon PO Pcard Reconciliation           |
| Terra Barnes     | 5109 | Accounts Payable Technician | Reimbursements, Direct Hotel Bills, Non-PO Invoices, Utilities, Fuel, Sales Tax                   |

**BUDGETING**

*For questions regarding specific district program budgets/accounts, see the "Budget Department Responsibilities" link on the Budgets Page.*

*Commonly asked questions about staffing and internal audits can generally be answered by Aaron, Max, or Alexis*

|                      |      |                                    |   |
|----------------------|------|------------------------------------|---|
| <b>Aaron Brickey</b> | 5107 | Budget Director                    | CTE, Staffing for Secondary Schools                         |
| Max Barker           | 5180 | Accountant                         | Special Ed, Title 1, Preschools, Staffing for Elem. Schools |
| Alexis Hale          | 5131 | Accountant                         | Time & Effort Documentation, Food Services, Tech. Dept.     |
| Sharleen Hammer      | 5106 | Budget Technician & Travel Auditor | Travel, Trust Lands, TSSA, Teacher Legislative Supplies     |

**PAYROLL**

|                       |      |                     |   |
|-----------------------|------|---------------------|---|
| <b>Tennille Mills</b> | 5102 | Payroll Coordinator | Administration, Certified Teachers  |
| Crystal Gorley        | 5129 | Payroll Technician  | Secondary Classified, Maintenance, Transportation Game Management, Stipends   |
| Misti Boulard         | 5118 | Payroll Technician  | Elementary Classified, Food Services, Online, Badges, Employment Verification |

**PURCHASING**

|                  |      |                                  |   |
|------------------|------|----------------------------------|---|
| <b>Mark Hoss</b> | 5112 | Purchasing Coordinator           | Contracts and Purchasing                                |
| Rachel Terry     | 5113 | Fixed Asset Inventory Technician | Inventory, Purchase Orders, Surplus                     |
| Teresa Brande    | 5157 | Buyer                            | Pcard Reconciliation & Questions, Cancel & Order Pcards |
| Sandy Gale       | 3207 | Warehouse Buyer                  | Warehouse Orders  |
| Tyler Murset     | 3206 | Warehouse Manager                | Warehouse Receiving                                     |