WASHINGTON COUNTY SCHOOL DISTRICT
BUSINESS DEPARTMENT CONTACTS AND SUPPORT

BUSINESS ADMINISTRATION

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

ACCOUNTING

Amy Booth	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 Reconcilliation
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

Aaron Brickey	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.
Kristine Hirschi	5106	Budget Technician & Travel Auditor	Travel, Trust Lands, TSSA, Teacher Legislative Supplies

PAYROLL

Tennille Mills	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

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