

## Business Services: Who to contact for:

Budget Codes for Programs and/ or Funds information:	Contact	
BSEP, Nutrition Services	Craig Kaufman	510-644-4850
Donations and Principals Discretionary	Harvey Yong	510-644-8912
Extended Day Programs (After School)	Russell Marcyda	510-644-8914
LCAP, State and Federal/ Covid	Siu Lau	510-644-6204
Special Education, Fund 2 Maintenance	Jinying Ma	510-644-8918
General Fund – FD	Ben Zohar	510-644-7766
Budget Codes on timesheets (Transportation)	Mario Micanovic	510-486-9336
Child Development Fund – Fd 12	Miguel Dwin	510-644-6988
Building Fund – Fd 21	Miguel Dwin	510-644-6988
Position Control	Monica McClinton	510-644-6415

Payroll	Contact	
Timesheet A-L	Deanna Woods	510-644-6436
Timesheet M-Z	Stephanie Linner	510-644-6067
Payroll Taxes/ Wage Reporting (STRS, PRS Reporting)	Payroll Supervisor	510-644-6674

Purchasing	Contact	
Contracts/ Board items under \$100K	Tom Bollinger	510-644-6430
Mailings/ Postage/ Warehouse/ PPE/ Construction Bids/	Michael Dixon/ Leonard Collins / Chris & Charles	
Purchase Orders	Minh Tang	510-644-6431

Contracts	Contact	
Approval contracts, PR's for new positions	Pauline Follansbee	510-644-8593

Benefits	Contact	
	Courtney King	510-644-4812
	Jasmine Finney	510-644-8750
Benefits@berkeley.net		510-644-6666

Accounts Payable	Contact	
Vendors A-Z	Richard Andreas	510-644-8919
Vendors A-Z	Saidy Guillien	510-644-6414

DSA	Contact	
	Lori Talps	510-644-6150
	Larona Custer	510-644-6150

Workers Compensation/Risk Management	Contact	
Betty Torian-Lee		510-644-2879
Pauline Follansbee		