

# Business Services Contacts

Budget Codes for Programs and / or Funds Information		
Adult Education - Fund 11	Russell Marcayda	510-644-8914
Bridge Program	Russell Marcayda	510-644-8914
BSEP, BERRA, Nutrition Services - Fund 13	Craig Kaufman	510-644-4850
Budget Codes on timesheets	Mario Micanovic	510-486-9336
Building Fund – FD 21	Miguel Dwin	510-644-6988
Child Development Fund – FD 12	Miguel Dwin	510-644-6988
Donations and Principal's Discretionary	Harvey Yong	510-644-8912
Extended Day Programs (After School)	Russell Marcayda	510-644-8914
General Fund - FD 01 and CTE	Ben Zohar	510-644-7766
Garden and Cooking	Harvey Yong	510-644-8912
LCAP, State and Federal, Covid	Siu Lau	510-644-6204
Special Ed, Fund 2 Maintenance	Jinying Ma	510-644-8918
Student Services	Harvey Yong	510-644-8912
Position Control	Monica McClinton	510-644-6415
Title IX	Ben Zohar	510-644-7766
Transportation	Mario Micanovic	510-486-9336
Accounts Payable		
Vendors A-G	Saidy Guillen	510-644-6414
Vendors H-Z	Richard Andreas	510-644-8919

Payroll		
Timesheets A-L	Deanna Woods	510-644-6436
Timesheets M-Z	Stephanie Linner	510-644-6067
Payroll Supervisor	Jozlyn Shirley	510-644-6674
Payroll Taxes/ Wage Reporting (STR, PRS Reporting)		
Benefits	Benefits@berkeley.net	510-644-6666
All Benefits	Courtney King	510-644-4812
All Benefits	Jasmine Finney	510-644-8750
Purchasing		
All Contracts. Board Items under \$100K	Tom Bollinger	510-644-6430
Mailings, Postage Warehouse, PPE	Michael Dixon Leonard Collins	
Purchase Orders	Minh Tang	510-644-6431
Contracts and Risk Management		
Approval contracts. Risk Management	Pauline Follansbee	510-644-8593
Workers Compensation		
Workers Comp & Student Accident Reports	Michelle Payton	510-644-8593
District Service Assistant (DSA)		
ID Badges, Key Cards	Shaina Rush (Sub)	510-644-6150