

KENT CITY SCHOOLS
Treasurer's Office Personnel
Room 205, DePeyster Building
Internal Extension 7640 (330.676.7640)
Fax Extension 7649 or (330.676.4175)

Debbie Krutz, Treasurer

Rose Carnahan, Assistant Treasurer **Ext. 7644**

- Health Insurance Program
- Meeting & Mileage Expense Reimbursements
- Budget Transfer Requests
- Federal, State and Local Grants
- Student Activities
- Month-End Budget Printouts
- Account Balances
- Bank Statement Reconciliations
- On-line Requisitions set-up
- MyPaymentsPlus reconciliation

Paula Reedy, Payroll Coordinator **Ext. 7643**

- Time Sheets/Absence Posting
- Payroll Information
- Creating Paychecks
- Tax-Sheltered Annuities/Deferred Comp
- Employment Verifications
- Direct Deposit Information
- Salary Information

Shari Jeffers, Payroll Assistant **Ext. 7642**

- Time Sheets/Absence Posting
- Payroll Information
- Employment Verifications
- Paycheck Distribution

Tracy Shaffer, Accounts Payable Clerk **Ext. 7645**

- Invoices for Purchase Orders
- Outstanding Purchase Orders
- Questions on Budget Printout Expenses
- Student Activity Budget Forms
- Cash Advances
- Refund Checks
- Payments to Vendors
- Daily Bank Deposit
- Bank Statement Reconciliations

Tammy Lott, Accounts Receivable/Purchasing **Ext. 7641**

- Creating New Purchase Orders
- On-line requisitions contact
- Posts Deposits from the Buildings
- Receives Copies of Suspension/Expulsion Letters
- Petty Cash
- Outside Billings
- Donations
- Daily Bank Deposit
- Posts MyPaymentsPlus