

# PURCHASING

**Debi DaCosta – extension 2521**

**Accounting Specialist**

- 1099 Reporting
- Financial 2000 Training
- Furniture – Office Max – Special Orders
- Computer Hi Tech Loans
- Independent Contractor reporting
- Mandated Cost Reimbursements
- Payroll Revolving Cash
- Petty Cash
- Revolving Cash

**Jessica Reyes – extension 2515**

**Accounting Technician**

- Audit Requisitions
- Create Purchase Orders
- Send Purchase Orders to Vendors