

PURCHASING & ACCOUNTING SPECIALIST

Jessica Reyes – extension 2515

Accounting Technician/Purchasing

- Audit Requisitions
- Create Purchase Orders
- Send Purchase Orders to Vendors
- Backup for Deposits and Change Requests
- Contracts

Debi DaCosta – extension 2521

Accounting Specialist

- 1099 reporting
- Quarterly sales tax reporting
- Payroll Encumbering – Special Assignments
- Independent Contractor reporting
- Mandated Cost Reimbursements
- Payroll Revolving Cash
- Petty Cash
- Revolving Cash
- Back-up for Purchasing position
- Back-up for Bursar during rush
- Hi-Tech Equipment contracts (computer acquisition program)