

















Business Office SY 2020-2021

**Please consider using Let's Talk for your questions! We have several interest areas set up:
Payroll, Business Office, Health Insurance, Facilities, Food Service, Extra-Classroom Activities**

If you have need to speak with someone directly		Please Contact		Phone Number
				
nVision (Financial System) & Budget Codes		Taryn Breen		x 40102
Accounts Payable/Vendor Payments		Beth Carusone		x 40117
Requisitions/Purchasing/Supplies/Furniture Purchase Order increases, New Vendor Requests		Kristin Chotkowski		x 40115
Vendor Approval Path (Status)		Taryn Breen		x 40102
Payroll		Mekkah Bergeron Lakeram Ramprasad		x 40114 x 40113
Donations/Tax Exempt		Stacey Tasselmyer/ Taryn Breen		x 40128
Position ID Numbers		Human Resources/ Taryn Breen		x 40133 or x 40102
Accounts Receivable/Retiree Health Insurance Payments		Nicole Livingston		x 40144
Retiree Health Insurance Benefits		One Group- Louanne Campese		(877) 492-9422
Facilities /Custodial Work Orders / Building Usage Requests - Master Library		Irene Mazzucco		x 40111
Grants / Food Service Support		Angela MacVilla		x 40101
Duplicating		Taryn Breen		x 40102
Food Service Manager Food for an Event/Catering		Submit a Let's Talk request to Food Service two weeks prior to date needed. Catering guide available. Email ReynoldsE@Schenectady.k12.ny.us		x 36481
Menus for all schools & meals		SHS Dining Office		518-881-3808
Extra-Class Accounts		Beth Carusone		X 36469