

Business Department

Assistant Superintendent Business Services

Brenda Ramirez

Approval for reqs greater than \$100,000

Budget Analyst

Sandra Estrada x1211

budget_transfers@nmcusd.org

Confidential Executive Assistant

Angie Payne x1200

Property & Liability Insurance | Mandating Reporting
Deposits, Receipts/Donations | Developer Fees

Director of Fiscal Services

Reyanna Flores x 1207

Approval for reqs less than \$100,000

Rsc 0350 / 3550 & all mgr 28

Manager # **28

SPED

Account Technician (AP)

Eileen Gomez x1204

accounts_payable@nmcusd.org

Account Technician (MS-ASB/AR)

Irene Marquez x1205

New Vendor | Invoicing

newvendor@nmcusd.org

Accountants

Caroline Calderon

Approval for reqs less than \$25,000

Castroville Elementary
Echo Valley Elementary
Elkhorn Elementary
Prunedale Elementary
Professional Development
Instructional/Curriculum
Ed Services
Superintendent
Assistant Sup – Bus Svcs
Human Resources
Business Services
IT
Fund 12 & all mgr 24
Extended Learning
Fund 12 Homeless
Fund 12 Infant & Toddler & First Five

x1250

Manager #

**01
**02
**03
**06
**13
**14
**15
**17
**18
**19
**23
**26
**24
**60
**32
**34

Rosie Avila

Approval for reqs less than \$25,000

NMC Middle School
NMC High School
Central Bay HS
Independent Study site 10
Board
Communications
Maintenance (8150)
Transportation
Fund 11 Adult Ed
Fund 13/Child Nutrition
Fund 14
Fund 25 Capital Facilities
Fund 21 Building Fund
Fund 17 Special Reserve
Fund 40 Capital Outlay
Fund 56 Debt Service

x1206

Manager #

**30
**07
**08
**08
**40
**11
**21
**22
**12
**12
**21
**21
All
All

Unrestricted Resources

Resources that begin with one

State Restricted Resources

Resources that begin with 6, or 7

Other Local Funds

Resources begin with 9 & assigned sites / mgrs

Reporting

Sales & Use Tax Reporting

Diesel Tax Reporting

Direct Cost Transfers

Postage / Copies

Unrestricted Resources

Resources that begin with zero

Federal Resources

Resources that begin with 3, 4, or 5

Other Local Funds

Resources begin with 9 & assigned sites / mgrs

Property & Liability

Insurance

Fixed/Capital Assets

Direct Cost Transfers

Transportation & Catering

Payroll/Benefits Accountants – Calculate & Process all payroll; Reconcile Employee Benefits payments

Certified – Amparo Ornelas x1202

Classified – Georgina Lepe x1203

Email address: hr_payroll@nmcusd.org

Many useful forms can be found on the NMCUSD Business Office website

<https://nmcusdorg.finalsite.com/departments/business-services/fiscal-reports>