



Preface

“Students are our
Priority”

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- Employee List
- Textbook Brokers
- Forms & Procedures

The primary purpose of this handbook is to provide information, forms and documents from the Office of Business Services. For information for the Food Service Department [click here](#). We ask that you use this handbook throughout the school year as your first source of answers to any questions you may have. We will provide additional information as needed. Please make copies of any forms included in this handbook as needed. We also ask that you contact the Office of Business Services if you have any questions regarding the contents of this handbook.

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Office of Business Services

Employee List

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Mike Bagley Chief Financial Officer 317-789-3761	Cindy King Business Office Specialist 317-789-3762
Beth Meyers Deputy Treasurer/Bookkeeper 317-789-3765	Kelly Pieratt Accounts Payable Clerk 317-789-3743
Cheryl Martlage Business Office Assistant 317-789-3749	Kim Stevens Payroll Supervisor 317-789-3766
Diana Maier Clerk 317-789-3764	Wanda Muff Payroll Clerk 317-789-3767



Office of Business Services

Textbook Brokers

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	Broker	Telephone
	Budgetext	1-888-888-2272
	Follet Educational Services	1-800-621-4272
	International Books	1-317-885-8060
	Textbook Brokers	1-888-336-7101
	Textbook Exchange	1-800-705-7156
	Textbook Warehouse	1-800-796-9152
	Superior Text	1-866-482-8762



Forms & Procedures

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[White Accounts Payable Voucher Guidelines](#)

[White Accounts Payable Voucher](#)

[Mileage Chart](#)

[Mileage Form](#)

[Goldenrod Salary voucher \(front\)](#)

[Requisition Form](#)

[Personal /Professional Travel Leave Form](#)

[Direct Deposit Form](#)

[Change of Address Form](#)

[403b Contribution](#)

[Fundraiser Request Form](#)

[Perry Township Tax Exempt Certificate](#)

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