



# Business Office Contact List and Information

**Website: [www.ces.org](http://www.ces.org)      Office: 505.344.5470      Fax: 505.344.9343**

## ❖ Purchasing Specialist Contact Information for Purchase Orders, Direct Purchase and Member Support

<b>Team 1 Members A through D</b>	<b>Maggie and Veronica-Team1@ces.org</b> Maggie@ces.org Ext. 148 Veronica@ces.org Ext. 106
<b>Team 2 Members E through K</b>	<b>Patricia and Michael-Team2@ces.org</b> Patricia@ces.org Ext. 147 Michael@ces.org Ext. 131
<b>Team 3 Members L through P</b>	<b>Monica and Kara-Team3@ces.org</b> Monica@ces.org Ext. 134 Kara@ces.org Ext. 125
<b>Team 4 Members Q through Z</b>	<b>Bryan and Gino-Team4@ces.org</b> Bryan@ces.org Ext. 110 Gino@ces.org Ext. 137
<b>EANs and ARP Non-Public School Support</b>	<b>Bertha and Jason</b> Bertha@ces.org Ext. 123 Jason@ces.org Ext. 115
<b>Submit Invoices</b>	<b><a href="mailto:Invoice@ces.org">Invoice@ces.org</a></b>
<b>Construction Documents Link Construction Documents Upload Instructions Link</b>	<a href="https://login.imagesilo.com/home/login">https://login.imagesilo.com/home/login</a>  <a href="https://www.ces.org/business-department-updates/construction-doc-upload-instructions/">https://www.ces.org/business-department-updates/construction-doc-upload-instructions/</a>

## ❖ Construction Collections / Accounts Receivable & Accounts Payable Specialist

<b>Collections/Accounts Receivable</b>	<b>Bridget</b> Bridget@ces.org Ext. 122
<b>Accounts Payable</b>	<b>Kelly</b> Kelly@ces.org Ext. 135

## ❖ Payroll Specialist

<b>Payroll</b>	<b>Kelley and Tanya</b> Kscheib@ces.org Ext. 107 Tanya@ces.org Ext. 144
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# Other CES Contact List and Information

## ❖ Business Department Administration

<b>Deputy Executive Director</b>	<b>Robin Strauser</b> Robin@ces.org Ext. 108
<b>Finance Manager</b>	<b>Anthony Montaña</b> Anthony@ces.org Ext. 128
<b>Administrative Assistant</b>	<b>Margaret Mikelson</b> Margaret@ces.org Ext. 126



## ❖ Procurement Department

<b>Procurement Manager</b>	<b>Gustavo Rossell</b> Gustavo@ces.org Ext. 117
<b>Administrative Assistant</b>	<b>Lisa Romo</b> Lisa@ces.org Ext. 116
<b>Contract Specialist</b>	<b>John Tortelli</b> Johnt@ces.org Ext. 129
<b>Contract Specialist</b>	<b>Joe Valencia</b> Joe@ces.org Ext. 124
<b>Blue Book</b>	<a href="https://eprocurement.ces.org/public/bluebook.html">https://eprocurement.ces.org/public/bluebook.html</a>

## ❖ Member Services

<b>Northern Services Manager, REAP Services</b>	<b>Paul Benoit</b> Paul@ces.org Ext. 141 Portales Office Phone: 575.562.2922 Cell: 575.760.9002
<b>Southern Services Manager</b>	<b>Jim Barentine</b> Jim@ces.org Ext. 140 Las Cruces Office Phone: 575.646.5965 Cell: 602.689.0652