



# Business Department 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</b> <b>Members A through D</b>	<b>Bryan and Gino - <a href="mailto:Team1@ces.org">Team1@ces.org</a></b> <a href="mailto:Bryan@ces.org">Bryan@ces.org</a> Ext. 110 <a href="mailto:Gino@ces.org">Gino@ces.org</a> Ext. 137
<b>Team 2</b> <b>Members E through K</b>	<b>Maggie and Kimberly - <a href="mailto:Team2@ces.org">Team2@ces.org</a></b> <a href="mailto:Maggie@ces.org">Maggie@ces.org</a> Ext. 148 <a href="mailto:Kbuckner@ces.org">Kbuckner@ces.org</a> Ext. 131
<b>Team 3</b> <b>Members L through P</b>	<b>Kara and Janet - <a href="mailto:Team3@ces.org">Team3@ces.org</a></b> <a href="mailto:Kara@ces.org">Kara@ces.org</a> Ext. 125 <a href="mailto:Janet@ces.org">Janet@ces.org</a> Ext. 106
<b>Team 4</b> <b>Members Q through Z</b>	<b>Victoria and Bertha - <a href="mailto:Team4@ces.org">Team4@ces.org</a></b> <a href="mailto:Victoria@ces.org">Victoria@ces.org</a> Ext. 147 <a href="mailto:Bertha@ces.org">Bertha@ces.org</a> Ext. 123
<b>EAAs and ARP Non-Public School Support</b>	<b>Bertha</b> <a href="mailto:Bertha@ces.org">Bertha@ces.org</a> Ext. 123
<b>Submit Invoices</b>	<a href="mailto:invoice@ces.org">invoice@ces.org</a>
<b>Lead Purchasing Specialist</b>	<b>Monica Myers</b> <a href="mailto:Monica@ces.org">Monica@ces.org</a> Ext. 134
<b>Construction Documents Link</b> <b>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> <a href="mailto:Bridget@ces.org">Bridget@ces.org</a> Ext. 122
<b>Accounts Payable</b>	<b>Kelly</b> <a href="mailto:Kelly@ces.org">Kelly@ces.org</a> Ext. 135

## ❖ Payroll Specialist

<b>Payroll</b>	<b>Kelley</b> <a href="mailto:Kscheib@ces.org">Kscheib@ces.org</a> Ext. 107
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❖ Business Department Administration

Chief Financial Officer	<b>Robin Strauser</b> <a href="mailto:Robin@ces.org">Robin@ces.org</a> Ext. 108
Business Office Manager	<b>Norma Henderson</b> <a href="mailto:Norma@ces.org">Norma@ces.org</a> Ext 104
Administrative Assistant	<b>Margaret Mikelson</b> <a href="mailto:Margaret@ces.org">Margaret@ces.org</a> Ext 126

**Other CES  
Contact List and Information**



❖ Procurement Department

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

❖ Member Services

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

