



San Diego Unified School District

**Accounts Payable
4100 Normal Street, Room 3141
San Diego, CA 92103**

Vendor Assignments Effective 10/26/2023

Vendor accounts are assigned to A/P staff alphabetically by the company name or payee's last name.

ALPHA VENDOR NAME	A/P SPECIALIST	E-MAIL ADDRESS
A	Mercedes Wiles	mwiles@sandi.net
B	Phuong Pham	ppham@sandi.net
C	Tina Jair	tjair@sandi.net
D	Tina Jair	tjair@sandi.net
E	Tina Jair	tjair@sandi.net
F	Elsa Clark Ventura	eclark2@sandi.net
G	Phuong Pham	ppham@sandi.net
H	Elsa Clark Ventura	eclark2@sandi.net
I	Tina Jair	tjair@sandi.net
J	Mercedes Wiles	mwiles@sandi.net
K	Elsa Clark Ventura	eclark2@sandi.net
L	Cordae Auld	cauld@sandi.net
M	Evelyn Henson	ehenson@sandi.net
N	Evelyn Henson	ehenson@sandi.net
O	Cordae Auld	cauld@sandi.net
P	Cordae Auld	cauld@sandi.net
Q	Evelyn Henson	ehenson@sandi.net
R	Sheryl Stearns	sstearns@sandi.net
S (SDG&E - Amy Fulford)	Paul Martinez	pmartinez3@sandi.net
T	Phuong Pham	ppham@sandi.net
U	Mercedes Wiles	mwiles@sandi.net
V	Evelyn Henson	ehenson@sandi.net
W	Cordae Auld	cauld@sandi.net
X	Evelyn Henson	ehenson@sandi.net
Y	Phuong Pham	ppham@sandi.net
Z	Mercedes Wiles	mwiles@sandi.net
FPC - Construction & Prof. Services Contracts	Sheryl Stearns	sstearns@sandi.net
Employee Travel, Acacia Travel	Amy Fulford	afulford@sandi.net
Payroll Deductions & Wire/ACH Transfers	Amy Fulford	afulford@sandi.net
PCard Administration / Transactions / Training	Stephanie Richardson	strump@sandi.net
CBI Reimbursements - By Employee Last Name	All - See Vendor Letter	
Check Requests (District Business Non-PO) (By Payee Name)	All - See Vendor Letter (FPC to Sheryl Stearns)	
Mileage Expense Reports (By Employee Last Name)	All - See Vendor Letter (FPC to Sheryl Stearns)	

General Accounts Payable Questions and Inquiries:

(619) 725-7755 - Phone (619) 725-7769 - Fax