

Contact List for Finance Questions

Updated 5/25/2011

This contact list is provided to assist university personnel in locating a point of contact for questions and/or problems in the designated areas below. If, after reviewing the list, you are unable to specifically identify someone who can be of assistance, please feel free to contact one of the supervisory personnel listed at the end.

	Topic	Contact	Phone #
<u>Accounts Payable</u>	Purchase Vouchers, Paid Invoices	Diana Johnston Vara O'Neal	2270
	Telephone and Utilities	Fran Buchanan	2270
<u>Controller's Office</u>	Banner Access - Forms New Accounts Account Manager Change	Denise Brodnax	2014
	Interdepartmental Transfers (IDT) Journal Vouchers (JV's) Accounting Questions and Issues	Janet Coleman	2014
	Post Award Grants Investments	Christina Chavez	2014
<u>Payroll</u>	Questions relating to Faculty/Staff	Sheila Jackson	2727
	Questions relating to Students	Dee Chandler	2727
<u>Budget</u>	Annual Budget Legislative Appropriations Request (LAR)	Angie Wright	2517
	Electronic Budget Transfers/Adjustments Revenue/Fund Balance Transfers/Adjustments	Carolyn Johnson Mary Ann Boyd	2517 2517
<u>Human Resources</u>	Employee Relations	Kurtis Neal	2168
	Employment System Compensation	Jessica Harlin	2168
	Training Events Communications	Lori King	2168
	Benefits Time Keeping/Leave Reporting	Luann McCorkle	2168
	Policy/Procedures/Forms	Erica Scobel	2168

Purchasing

Procurement Credit Cards Policies & Procedures Hub Policies & Utilization Training	Margaret Mata	2012
Encumbrances Online Requisitions	Elicia Rankin	2012
Encumbrances Online Requisitions	Stacey Sauer	2012
Travel Encumbrances	Janice Smith	2012

Central Receiving/Supply

Package Receiving/delivery	Bruce Flage Seth Lacy	2358
Facility-related inventory	Seth Lacy Craig Koehler Wes Tinney	2358
Procurement of facility-related Inventory	Bob Garcia	2241

Contract Administration

Policies & Contracts	Jennifer Lennon	2591
Contracts	Amanda Brown	2748

Print Shop

All Printing Questions	Henry Begil Aaron Carrillo	2345
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Mail Services

All Mail Questions	Donna Rathbone Nan Mathews	2342
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Travel

All Travel Questions	Justine Gaskamp Sallie Word	2725 or 2774
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Supervisory Staff

Accounts Payable Manager	Candy Woodul	2270
Controller	Denise Brodnax	2014
Payroll Coordinator	Shonda Brooks	2727
Associate VP Finance & Administration	Angie Wright	2517
Director of Human Resources	Kurtis Neal	2168
Director of Purchasing	Margaret Mata	2012
Executive Director Material Management	Jennifer Lennon	2591