

Contact List for Finance Questions

Updated 2/13/2009

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.

<u>Topic</u>	<u>Contact</u>	<u>Phone #</u>
<u>Accounts Payable</u>		
Purchase Vouchers, Paid Invoices	Diana Johnston	2270 ext 260
Telephone and Utilities	Fran Buchanan	2270 ext 267
Travel	Connie Brown	2270 ext 255
<u>Controller's Office</u>		
Banner Access - Forms New Accounts Account Manager Change	Denise Brodnax	2014 ext 263
Interdepartmental Transfers (IDT) Journal Vouchers (JV's) Accounting Questions and Issues	Janet Coleman	2014 ext 268
Post Award Grants	Christina Chavez	2014 ext 252
<u>Payroll</u>		
Questions relating to Faculty/Staff	Sheila Jackson	2727 ext 257
Questions relating to Students	Dee Chandler	2727 ext 394
<u>Budget</u>		
Annual Budget Legislative Appropriations Request (LAR)	Angie Wright	2517 ext 271
Budget Transfers or adjustments	(open)	2517 ext 382
<u>Human Resources</u>		
Employee Relations Policy Interpretation Pay Plan Development Compliance Campus Communication Signature approval for Requisitions & Personnel Action Forms (PAF's)	Jesse Gomez	2168 ext 270
Pay Plan Maintenance Job posting processing Ad-Hoc Reports Regulatory Reports Website maintenance & updates Salary Surveys General Customer Service	Jessica Harlin	2168 ext 391

Human Resources

(Cont.)

Training Coordinator	Lori King	2168 ext 277
Wellness Coordinator		
Special Events Coordinator		
HR Newsletter, Flyers, Posters, Website		
General Customer Service		

New Employee onboarding	Sheri Whitaker	2168 ext 263
PAF Processing		
Employment Verification		
Employee Exit/Clearance		
Retirement Counseling		
Benefits Counseling		
403 (b) processing		
Leave Management		
FMLA & Sick Leave Pool		
General Customer Service		

Purchasing

Procurement Credit Cards Policies & Procedures Hub Policies & Utilization Training	Margaret Mata	2012 ext 294
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Encumbrances	Elicia Rankin	2012 ext 296
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Encumbrances	Stacey Sauer	2012 ext 292
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Travel Encumbrances	Janice Smith	2012 ext 293
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Central Receiving/Supply

Package Receiving/delivery	Bruce Flage	2358
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Facility-related inventory	Seth Lacy Bobby Crawford Craig Koehler	2358
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Procurement of facility-related Inventory	Bob Garcia	2241
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Contract Administration

Policies & Contracts	Jennifer Lennon	2591 ext 393
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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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Supervisory Staff

Accounts Payable Manager	Candy Woodul	2270 ext 260
Controller	Denise Brodnax	2014 ext 263
Payroll Coordinator	Shonda Brooks	2727 ext 257
Associate VP Finance & Administration	Angie Wright	2517 ext 271
Director of Human Resources	Jesse Gomez	2168 ext 270
Director of Purchasing	Margaret Mata	2012 ext 294
Director of Material Management	Jennifer Lennon	2591 ext 393