

# Contact List for Finance Questions

Updated 8/24/2009

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 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
Budget Transfers or adjustments	Carolyn Johnson	2517
<u>Finance &amp; Administration</u>		
Vehicle Titles/Registration	Arlene Freatman	2017
<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
Pay Plan Maintenance Job posting processing Ad-Hoc Reports Regulatory Reports Website maintenance & updates Salary Surveys General Customer Service	Jessica Harlin	2168

Human Resources

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Training Coordinator Wellness Coordinator Special Events Coordinator HR Newsletter, Flyers, Posters, Website General Customer Service	Lori King	2168
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New Employee on boarding PAF Processing Employment Verification Employee Exit/Clearance Retirement Counseling Benefits Counseling 403 (b) processing Leave Management FMLA & Sick Leave Pool General Customer Service	Sheri Whitaker	2168
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Purchasing

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

Package Receiving/delivery	Bruce Flage Seth Lacy	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
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	Jesse Gomez	2168
Director of Purchasing	Margaret Mata	2012
Director of Material Management	Jennifer Lennon	2591