

## **POINT OF CONTACT**

### **Budget Office**

- ✓ Budget Transfers (Tiffany Scott or Angela Morton –ext. 4363)
- ✓ Set-up New Budgets/Budget Revisions (Angela Morton –ext. 4363 or Tiffany Scott – ext. 4360)
- ✓ Class 01 Salary Encumbrances (Michael Atkins –ext. 4362 or Angela Morton –ext. 4363)
- ✓ Class 02 Salary Encumbrances (Angela Morton –ext. 4363 or Tiffany Scott – ext. 4360)
- ✓ Class 01 Salary Liquidations (Angela Morton – ext. 4363 or Michael Atkins ext. 4362)
- ✓ Class 02 Salary Liquidations (Tiffany Scott – ext. 4360 or Angela Morton –ext. 4363)
- ✓ Encumbrance Reports (Angela Morton –ext. 4363, Tiffany Scott – ext. 4360, or Michael Atkins – ext. 4362)
- ✓ Contingent Contracts (Tiffany Scott – ext. 4360 or Angela Morton –ext. 4363)
- ✓ Personnel Action Forms (PAF) (Michael Atkins –ext. 4362 or Angela Morton –ext. 4363)

### **Controller's Office**

- ✓ Expenditure/Revenue Transfers (Emmil Teinor – ext. 3481)
- ✓ Chargebacks (Emmil Teinor – ext. 3481)
- ✓ Journal Entries (Emmil Teinor – ext. 3481)
- ✓ Cash/Check Deposits (Donna Wallace – ext. 3494, Terrayne Pittman – ext. 3489, Randal Leonard – ext. 3479)
- ✓ Account Codes (Wayne Felder – ext. 3512)
- ✓ Department/Title/Manager Name Change (Wayne Felder – ext. 3512)
- ✓ PeopleSoft Financials Access (Wayne Felder – ext. 3512)
- ✓ Grant Funds/Documents (Howard Cornish – ext. 3468 or Nerissa Simpkins – ext. 3478)

### **Accounts Payable**

- ✓ Reimbursements (Renee Myers – ext. 3925)
- ✓ Vendor Inquiries/Payments (Cherry Grant ext. 3486; A-L or Nicole Arrington ext. 3485 M-Z) and/or email [accountspayable@bowiestate.edu](mailto:accountspayable@bowiestate.edu)
- ✓ Travel (Renee Myers – ext. 3925)

### **Payroll**

- ✓ Time Entry (Duane Williams – ext. 3483 or Karen White – ext. 3480)
- ✓ Pay Letters (Karen White – ext. 3480)
- ✓ Labor Distribution Reports (forthcoming)
- ✓ Overtime (Karen White – ext. 3480)
- ✓ Reallocation Form (Duane Williams – ext. 3483)
- ✓ PeopleSoft Payroll/Time Approval Access (Duane Williams – ext. 3483)

### **HR**

- ✓ Personnel Requisitions/Contracts
  - Shelia Spears (A – J) – ext. 3456
  - Alice Gonlin (K – Z) – ext. 3458