



Finance/Controller Quick Reference Guide

[Finance Webpage](#)

Accounts Payable/W9s/Check Status	Jennifer Keefer x6782
Alcohol Permit	Brenda Soto x6265
Associate Controller	Lori Cowan x6161
Budget	Adrienne Bryce x6854
Capital Equipment Request	Adrienne Bryce x6854
Cash Advance Processing	Karen Tassej x6174
Cashier – Departmental Payments	Megan Stigall x6698
Cashier – Student Payments	Megan Stigall x6698
Concur	Jennifer Keefer x6782
Contracts – Legal Review and anything \$25,000 or above	Tricia Ayala X6693 for Lori Seager’s Signature
Equipment (located in your department)	Jessica Grzywa x6320
Equipment Disposal	Jessica Grzywa x6320 and Mike Starr x6073
Endowments	Jessica Grzywa x6320
Faculty Grants	Susan Brickell x6057
Banner (SSB) Training	Susan Brickell x6057
Field Trips	Jennifer Keefer x6782
Insurance Certificates	Tricia Ayala x6693
International Visitors and/or Payments	Christian Volcic x7844
Investments	Jessica Grzywa x6320

Journal Entries	Susan Brickell x6057
Lunch Club	Bon Appetit x6631
Mileage Reimbursement	Jennifer Keefer x6782
<u>New Fund or Organization</u>	Karen Tassej x6174
Payroll and Web Time Entry	Heather Stapish x6420 Christian Volcic x7844
P-Card	Anne Corley x6695
Petty Cash	Jennifer Keefer x6782
Purchase Orders	Anne Corley x6695
Rental Car Discounts	Brent Young x6175
Requisition Processing	Jennifer Keefer x6782
Student Account Questions	Amy Ingalsbe x6697 Megan Stigall x6698 Monica Peeler x6456
Student Clubs	Susan Brickell x6057
Tax & Compliance	Christian Volcic x7844
Wire Transfers	Karen Tassej x6174
Year End and Monthly Closings	Lori Cowan x6161 Karen Tassej x6174

Updated 08.08.2023