

REFERENCE GUIDE

| <u>SUBJECT</u> | <u>CONTACT</u> | <u>PHONE #</u> |
|---|--|----------------------------------|
| Accounting | Todd Hurley | 234-4035 |
| Accounting - Funds 15 and 91 Fund 51 | Holly Kleyn Jim Holyfield | 234-3934 234-4016 |
| Accounts Payable | Judi Hinton Ron Graves | 234-3426 234-4029 |
| Accounts Receivable | Holly Kleyn Mary Rudd | 234-3934 234-4053 |
| Annuities - Board Paid | Sharon Gates | 234-4058 |
| Annuities - Tax Sheltered | Sharon Gates | 234-4058 |
| Auto Vandalism | Jim Peterson | 234-4017 |
| Auxiliary Services - General | Jim Peterson | 234-4017 |
| Budget | Jim Peterson | 234-4017 |
| Budget - Restricted Fund - 51 Designated Fund – 15 Agency Fund - 91 | Jim Holyfield Holly Kleyn | 234-4016 234-3934 |
| Budget Transfer | Jim Peterson Todd Hurley Holly Kleyn | 234-4017 234-4035 234-3934 |
| Cash Receipts | Jane Mohr | 234-4195 |
| Conference/Convention Leave | Jan Benham | 234-3905 |
| Dental Reimbursement | Laura Alsgaard | 234-4052 |
| Direct Deposit | Sharon Gates | 234-4058 |
| Employee Injury Report | Laura Alsgaard | 234-4052 |
| Food Service Billing | Quygn Pavlov | 234-4165 |
| Fringe Benefits - General | Sharon Gates | 234-4058 |
| Fund Transfer | Todd Hurley Holly Kleyn | 234-4035 234-3934 |
| Fund Transfer - Funds 15, 91 | Holly Kleyn | 234-3934 |
| Fund Transfer – Fund 51 | Jim Holyfield | 234-4016 |
| Invoices - General Billings | Mary Rudd | 234-4053 |
| Leave of Absence | Jan Benham | 234-3905 |
| Long Term Disability | Sharon Gates | 234-4058 |

| <u>SUBJECT</u> | <u>CONTACT</u> | <u>PHONE #</u> |
|------------------------------------|----------------------------------|----------------------|
| Maintenance Request | Jim VanDokkumburg Dan Babcock | 234-3978 234-3953 |
| Media Services Billing | Mary Lou Kersjes | 234-3830 |
| Medical Insurance/Benefits | Laura Alsgaard | 234-4052 |
| Mileage Reimbursement Request | Cherry Scaturro | 234-4033 |
| Parking Ramp | Howard Woolsworth | 234-4011 |
| Payroll - General Issues | Sharon Gates | 234-4058 |
| Payroll - Hours Reported | Immediate Supervisor | |
| Payroll - Rate of Pay | Human Resource Office | 234-3975 |
| Payroll - Check Amount | Sharon Gates | 234-4058 |
| Payroll - Deductions | Sharon Gates | 234-4058 |
| Personal Business Leave of Absence | Jan Benham | 234-3905 |
| Printing Services Billing | Danelle Sedore | 234-3960 |
| Purchase Order | Melissa Davis | 234-3853 |
| Purchase Requisition | Melissa Davis | 234-3853 |
| Receiving | Wendel Chivis | 234-3767 |
| Reimbursement Request | Cherry Scaturro | 234-4033 |
| Risk Management | Jim Peterson | 234-4017 |
| Student Tuition | Jane Mohr | 234-4195 |
| Supplementary Payroll/Timesheets | Sharon Gates | 234-4058 |
| Travel Arrangements | Cherry Scaturro | 234-4033 |
| Tuition Reimbursement | Jan Benham | 234-3905 |
| Unemployment Compensation | Sharon Gates | 234-4058 |
| U.S. Savings Bonds | Sharon Gates | 234-4058 |
| Vision Reimbursement | Cherry Scaturro | 234-4033 |
| Workers Compensation | Laura Alsgaard | 234-4052 |