

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 (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)
- ✓ Class 02 Salary Liquidations (Tiffany Scott – ext. 4360 or Angela Morton –ext. 4363)
- ✓ Encumbrance Reports (Angela Morton –ext. 4363, Tiffany Scott – ext. 4360)
- ✓ Contingent Contracts (Tiffany Scott – ext. 4360 or Angela Morton –ext. 4363)
- ✓ Personnel Action Forms (PAF) (Michael Atkins –ext. 4362 or Angela Morton –ext. 4363)
- ✓ (NEW) Budget Office Email – budgetoffice@bowiestate.edu

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, Suna Combs – 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, Nerissa Simpkins – ext. 3478, Heather Moore – ext. 3307)
- ✓ Reception – ext. 3475 (Daisy McDowell)

Accounts Payable

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

Payroll

- ✓ Time Entry (Sandy Lockett – ext. 3483)
- ✓ Pay Letters (Sandy Lockett – ext. 3483)
- ✓ Labor Distribution Reports (forthcoming)
- ✓ Overtime (Sandy Lockett – ext. 3483)
- ✓ Reallocation Form (Sandy Lockett – ext. 3483)
- ✓ PeopleSoft Payroll/Time Approval Access (Sandy Lockett – ext. 3483)
- ✓ Payroll Inquiries– payroll@bowiestate.edu
 - Jonita Leonard - ext. 3929
 - Tolesia Washington - ext. 3480

HR

- ✓ HR General Inquiries - Shawnice Quigley - ext. 3450
- ✓ HR Benefits Inquiries - Anjanette Evans - ext. 3452
- ✓ HR Staff Assistant - Jasmine Jackson - ext. 3499
- ✓ Personnel Requisitions/Contracts – Unrestricted/Agency (Fund 40/Fund 49)
 - Ifeoluwa Balogun (A – J) – ext. 3456
 - LaKeisha Barnes (K – Z) – ext. 4650
- ✓ Personnel Requisitions/Contracts – Restricted/Grants (Fund 43)
 - Shelia Spears (A – Z) – sspears@bowiestate.edu