

FLC Business Services: Who-To-Contact Matrix

	Jen Taylor #6635	Harris Center Accountant #6622	Supervisor #6622	Kent Evers #6779	Campus-based Accountant #6622	Susie Calise #6562
Accounting: Campus-based - IR, Trust, ASG, Foundation					X	
Accounting: GENFD, COPFD			X			
Accounting: Harris Center		X				
Bank Deposits						X
Budget Transfer - Campus-based					X	
Budget Transfer - GENFD, COPFD			X			
Budget Transfer - Harris Center		X				
Cash Box Check Out						X
Cashiering				X		
Chargebacks - Campus-based			X		X	
Chargebacks - GENFD, COPFD	X		X			
Chargebacks -Harris Center		X	X			
Check Request Forms						X
Commencement Regalia				X		
Expense Transfer - Campus-based					X	
Expense Transfer - GENFD, COPFD			X			
Expense Transfer - Harris Center		X				
Facility Rental Invoicing						X
Fingerprint Clearances - Temp Classified & Student Help				X		
Gas Card distribution - Student				X		
GoPrint Card Requests						X
Intent to Employ changes				X		
Limited Purchase Orders - GENFD	X					
New Hires - Temp Classified & Student Help				X		
Online Requisitioning Training	X		X			
Out-of-pocket Reimbursements - Campus-based					X	
Out-of-pocket Reimbursements - GENFD	X					
Parking Decals for Students				X		
Parking Meters						X
Payroll Distribution				X		
Purchase Card Check Out - Raleys, Home Depot, Lowes, Costco	X					
Purchase Order Change - Campus-based					X	
Purchase Order Change - GENFD, COPFD	X					
Purchase Order Change - Harris Center		X				
Requisitions/Purchase Orders - Campus-based					X	
Requisitions/Purchase Orders - GENFD, COPFD	X					
Requisitions/Purchase Orders - Harris Center		X				
Security Access - Financials, Campus-Solutions, Crystal			X			
Sports Camps			X		X	
Student Accounts				X		X
Student Financial Aid - Bank Mobile Activation				X		X
Student Financial Aid - Repayments				X		X
Student Receivables - 3rd Party Payors						X
Student Refunds				X		
Tax Form - Student 1098-T				X		
Tax Form - Vendor W9			X			
Timesheets - STU & TCL				X		
Travel Authorizations - Campus-based					X	X
Travel Authorizations - GENFD						X
Travel Transportation Tickets						X
UTP Stickers (Regional Transit)				X		
Veterans (VA) Payments					X	X
Vending Loss						X