

BUDGET AND FISCAL SERVICES:	
Access to Administrative Systems/ASTRA	Maria Jimenez
Accounts Receivable	Laura Land
Budget Analysis, Institutional	Kendra Yoshimoto
Budget Planning and Oversight	Kendra Yoshimoto
Cash Transmittals	Cashier Office, Laura Land
Check Requests	Jim Pilon
Copier Service	George Michael
Equipment Inventory/Insurance	Jim Pilon
Financial Reporting, General Fiscal Questions	Laura Land
Fiscal Services Oversight and Management	Kendra Yoshimoto
Food Approval Forms	Kendra Yoshimoto
General Questions & Referral	Maria Jimenez
Household Moves and Relocation Travel	Jim Pilon
Internal Controls	Kendra Yoshimoto
Journal Vouchers	Laura Land
Leave Records (OWLS)	Kimba Steffa
Mail Service	George Michael
Payments to Non-UW Individuals	Jim Pilon
Payroll-Faculty	Kimba Steffa
Payroll-Staff/Student/Hourly	Kimba Steffa
Petty Cash Requests (cash)	Cashier Office (Lisa Robertson and Elisha Hamilton)
Petty Cash Requests (non cash)	Maria Jimenez
Procurement Card General Questions (Limit Increases, New Cards, etc)	Kendra Yoshimoto
Procurement Card Reconciliation	Laura Land
Purchasing	Jim Pilon
Travel	Maria Jimenez
UWATS	Maria Jimenez
UWB Cashier:	Lisa Robertson(supervisor), Elisha Hamilton(general)
Student account payments	
Parking permits/U-Pass sales	
Traffic/parking fines and petitions	
Parking pay station collections	

Updated: 11/25/2011