

Contacts for FAQs

Department	Topic	Contact	Phone	Voice	Back-up	Phone	Voice	
Accounts Payable	Accounting entry only	Troy Wren	845-8113	Y	Evonne Crocker	845-1373	Y	
	Athletics and Chemistry-purchase payments	Veronica Provazek	847-8738	Y	Mary Kay Charanza	847-9485	Y	
	Check distribution	Melva Nutall	845-1698	Y	Carla Zapalac	862-1356	Y	
	Check reprints	Melva Nutall	845-1698	Y	Carla Zapalac	862-1356	Y	
	Copy of a state warrant	Elizabeth Aldredge	845-8809	Y	Christy Potter	847-8717	Y	
	Credit invoices	Sandy DeGeurin	458-4326	Y	Mary Kay Charanza	847-9485	Y	
	Direct deposits for vendors	Brandi Thorp	845-8286	Y	Melissa Morgan	845-4389	Y	
	Encumbrance reductions-purchase	Graceanna Smith	458-8875	Y	Cyndi Glover	845-8362	Y	
	Envelope and vinyl bag requests	Leigh Ann Thomas	862-1356	Y	Carla Zapalac	862-1356	Y	
	FTP Inquiries	Leann McCall	845-4098	Y	Melissa Morgan	845-4389	Y	
	Over budget PIPs	Christy Potter	847-8717	Y	Elizabeth Aldredge	845-8809	Y	
	Paper vouchers	Veronica Provazek	847-8738	Y	Cynthia Navarro	862-7768	Y	
	Prompt pay interest	Mary Kay Charanza	847-9485	Y	Clint Merritt	845-8772	Y	
	Rush invoices	Mary Kay Charanza	847-9485	Y				
	Manual checks	Graceanna Smith	458-8875	Y	Cyndi Glover	845-8362	Y	
	Training-limited/exempt/disbursement	Mary Barnes-Castoria	458-4340	Y	Catherine Gibson	847-8833	Y	
	Vendor invoice inquiries	Brandi Thorp	845-8286	Y	Leann McCall	845-4098	Y	
	Vendor set up and maintenance	Brandi Thorp	845-8286	Y	Melissa Morgan	845-4389	Y	
	Working funds requests	Beverly Wilson	845-4001	Y	Carletta McClenton	862-2856	Y	
	Working funds-repayment	Evonne Crocker	845-1373	Y	Clint Merritt	845-8772	Y	
	Accounting Processing Services	Accounting services for VP of Finance/ Mktg&Comm/SBS/Collegiate licensing/	Paula Mariott	845-3440	Y	Darlene Kaiser	845-3527	Y
		Dining Services/University Club	Connie Duffield	458-1860	Y	Glenn Thurman	458-1866	Y
		IT group	Paula Mariott	845-3440	Y	Diane Johnson	845-3512	Y
		Presidential conference center & Human Res. & Student Business Services & Payroll	Diane Johnson	845-3512	Y	Paula Mariott	845-3440	Y
President's office		Darlene Kaiser	845-3527	Y	Paula Mariott	845-3440	Y	
Print acquisitions		Laura Wolfe	862-6661	Y	Patricia Cox	862-6697	Y	
Reed Arena		Barbara Provazek	458-8874	Y	Lisa Triolo-McVey	847-8916	Y	
SECC		Robbie Fairhurst	845-6841	Y				
Stores		Patricia Cox	862-6697	Y	Janet Lenz	845-4563	Y	
Procurement Services/Strategic Sourcing		Janet Lenz	845-4563	Y	Patricia Cox	862-6697	Y	
Surplus and Central Receiving		Janet Lenz	845-4563	Y	Patricia Cox	862-6697	Y	
Transportation services		Barbara Provazek	458-8874	Y	Sherry Shipley	847-8915	Y	
AFR		Annual financial report (AFR)	Karen Parker	845-6707	Y	Monica Poehl	458-2089	Y
		New/delete accounts for TAMU 02	Ketra Williams	845-8107	Y	Karen Parker	845-6707	Y
	Unrelated business income tax	Karen Parker	845-8107	Y	Janet Guillory	845-8143	Y	
Banking/State Reporting	Banking/ Security	Catherine Gibson	847-8833	Y				
	Aggie-pay	Preston DuBose	845-8118	Y	Patti Ponzio	845-5209	Y	
	ACH-incoming	Brian Reeves	845-3532	Y	Terri Gardner	845-6877	Y	
	ACH-returns	Brian Reeves	845-3532	Y	Jennifer Slovacek	458-4199	Y	
	Bank wires	Jennifer Slovacek	458-4199	Y	Terri Gardner	845-6877	Y	
	Copy of a local check-for proof of payment	Deborah Breedlove	458-8873	Y	Jennifer Slovacek	458-4199	Y	
	Credit cards sales	Patti Ponzio	845-5209	Y	Preston DuBose	845-8118	Y	
	Encumbrances-salaries	Jaclyn Mahlmann	845-6022	Y				
	Wires-incoming	Brian Reeves	845-3532	Y	Terri Gardner	845-6877	Y	
	Endowments	Karen Parker	845-6707	Y	Miranda Robertson	845-8106	Y	
	Famis/Security	E-Offices	Mary Castoria	458-4340	Y	Mary Castoria	458-4340	Y
Event registration system/web TEA		Mary Castoria	458-4340	Y	Mary Castoria	458-4340	Y	
Famis Access		Mary Castoria	458-4340	Y	Mary Castoria	458-4340	Y	
Imaging access		Mary Castoria	458-4340	Y	Marilyn Conover	458-1147	Y	
Mobius/DDRINT		Mary Castoria	458-4340	Y	Mary Castoria	458-4340	Y	
Passwords--FAMIS and imaging		Marilyn Conover	458-1147	Y	Marilyn Conover	458-1147	Y	
Passwords--USAS		Mary Castoria	458-4340	Y				
General Acct	Corrections-AP and S&R	Elizabeth Aldredge	845-8809	Y	Christy Potter	847-8717	Y	
	Fiscal requests/DBR	Robbin Foster	845-8108	Y	Linda Kettler	845-0978	Y	
	Fund balances	Robbin Foster	845-8108	Y	Linda Kettler	845-0978	Y	
	Object code change	Elizabeth Aldredge	845-8809	Y	Christy Potter	847-8717	Y	
	Over budget accounts	Linda Kettler	845-0978	Y				
	State warrant reissue	Elizabeth Aldredge	845-8809	Y	Christy Potter	847-8717	Y	
	Statements	Linda Kettler	845-0978	Y				
	Sales Tax	Karen Miller	862-2872	Y	Stacie Sodalak	845-4509	Y	
	Stop payment without reissue of check	Elizabeth Aldredge	845-8809	Y	Christy Potter	847-8717	Y	
	Suspense error report	Christy Potter	847-8717	Y	Elizabeth Aldredge	845-8809	Y	
Individual Payment and Reimbursement	Business meal reimbursements	Terrie Pauler	847-8827	Y	Cindy Stewart	845-8774	Y	
	Individual reimbursements	Cindy Stewart	845-8774	Y	Terrie Pauler	847-8827	Y	
	New employee moving expenses	Cindy Stewart	845-8774	Y	Terrie Pauler	847-8827	Y	
	Payments to individuals for contracted services	Cindy Stewart	845-8774	Y	Terrie Pauler	847-8827	Y	
	payments to foreign nationals	Cindy Stewart	845-8774	Y	Terrie Pauler	847-8827	Y	
	Payments to foreign vendors	Cindy Stewart	845-8774	Y	Terrie Pauler	847-8827	Y	
	Payments to visiting lecturers/speakers	Cindy Stewart	845-8774	Y	Terrie Pauler	847-8827	Y	
	Tax issues/scholarship	Cindy Stewart	845-8774	Y	Terrie Pauler	847-8827	Y	
	Payment Card	Pathway Net-maintenance	Tiffany Groce	862-1341	Y	Evonne Crocker	845-1373	Y
Payment Card-maintenance		Tiffany Groce	862-1341	Y	Evonne Crocker	845-1373	Y	
Payment Card-general questions		Tiffany Groce	862-1341	Y	Evonne Crocker	845-1373	Y	
Property	Bar code equipment and training	Carolyn Stapp	845-9436	Y	Todd Gregory	845-8147	Y	
	Construction in progress	Linda Price	845-8149	Y	Donna Murray	862-4491	Y	
	Inventory approval, part 10	Satira Miller	845-8146	Y	Linda Price	845-8149	Y	
	Inventory approval, parts 02	Mary Helen Ramirez	845-8148	Y	Donna Murray	862-4491	Y	
	Inventory barcode labels	Carolyn Stapp	845-9436	Y	Todd Gregory	845-8147	Y	
	Inventory certifications	Carolyn Stapp	845-9436	Y	Todd Gregory	845-8147	Y	
	Inventory deletions	Shelley Parker	458-8856	Y	Carolyn Stapp	845-9436	Y	
	Inventory gifts	Satira Miller	845-8146	Y	Carolyn Stapp	845-9436	Y	
	Inventory on payment cards	Charles Hamblin	845-2044	Y	Mary Helen Ramirez	845-8148	Y	
	Inventory transfers	Carolyn Stapp	845-9436	Y	Donna Murray	862-4491	Y	
	License plates/Notary	Shelley Parker	458-8856	Y	Donna Murray	862-4491	Y	

Sales and Receivables	AR refunds/ credits	Robbin Foster	845-8108	Y	Karen Miller	862-2872	Y	
	Cash deposits	Tammy Bage	847-8739	Y				
		Shanequa Smith	862-3335	Y				
		Rhonda Smith	845-4035	Y				
		Karen Miller	862-2872	Y	Stacie Sodolak	845-4509	Y	
	Collections/past due notices/disputes/AR	Tammy Bage	847-8739	Y	Karen Miller	862-2872	Y	
	Copies of invoices	Tammy Bage	847-8739	Y	Karen Miller	862-2872	Y	
		Tammy Bage	847-8739	Y	Tammy Bage	847-8739	Y	
	Customer numbers-for all parts except 02	Rhonda Smith	845-4035	Y	Karen Miller	862-2872	Y	
	Foundation/gifts		862-3335	Y	Linda Kettler	845-0978	Y	
	IDT/over budget IDT rejects	Tammy Bage	847-8739	Y				
		Shanequa Smith	862-3335	Y				
		Rhonda Smith	845-4035	Y				
		Karen Miller	862-2872	Y	Stacie Sodolak	845-4509	Y	
	I-Payment	Tammy Bage	847-8739	Y	Karen Miller	862-2872	Y	
	Past due receivables	Tammy Bage	847-8739	Y	Karen Miller	862-2872	Y	
	NSF checks	Rhonda Smith	845-4035	Y	Stacie Sodolak	845-4509	Y	
	Unidentified AR ACH deposits	Robbin Foster	845-8108	Y	Stacie Sodolak	845-4509	Y	
	Travel	Business meal reimbursements	Terrie Pauler	847-8827	Y	Cindy Stewart	845-8774	Y
		CBA applications and issues	Tiffany Groce	862-1341	Y	Barbara Glimore	862-3937	Y
CBA payments		Barbara Glimore	862-3937	Y	Evonne Crocker	845-1373	Y	
Direct bills		Barbara Glimore	862-3937	Y	Melissa Ahrendt	458-4344	Y	
Employee travel reimbursement		Barbara Glimore	862-3937	Y	Melissa Ahrendt	458-4344	Y	
Foreign travel		Barbara Glimore	862-3937	Y	Melissa Ahrendt	458-4344	Y	
Prospective employee travel		Barbara Glimore	862-3937	Y	Melissa Ahrendt	458-4344	Y	
Prospective student travel		Terrie Pauler	847-8827	Y	Melissa Ahrendt	458-4344	Y	
Student travel		Terrie Pauler	847-8827	Y	Melissa Ahrendt	458-4344	Y	
Travel advances		Melissa Ahrendt	458-4344	Y	Barbara Glimore	862-3937	Y	