

## Who's Who in the Business Office

### **Jeanne DeMatteo, Director of Finance/Controller**

Jeanne oversees all areas of the Business Office including Payroll, Accounts Payable, Purchasing and Accounts Receivable. She is directly responsible for approving all purchases over \$1,000.00 and the spending of any endowment earnings. Jeanne oversees the budget for the college.

### **Sue Hooks, Assistant Controller/ Budget Officer**

Sue, with Jeanne, is responsible for the budget of the college. Sue can initiate any budget transfers as needed within micro budgets of the College. Any errors in the actual amounts in your accounts can be addressed to Sue. Sue can answer inquiries about your budget reports. Sue oversees the director of Student Accounts. (ext. 4618)

### **Laurie Klizos, Director of Student Accounts**

Laurie oversees the Student Account and cashiering staff. Laurie is primarily responsible for the billing of student tuition and fees. (ext. 4575)

### **Trish Wilson, Student Accounts supervisor**

Trish directly supervises the receivable staff and works with students and parents regarding their accounts. (ext. 4730)

### **Debbie Deikman, Cashier and Student Accounts**

Debbie is responsible for all aspects of cash receipts, both departmental deposits as well as student payments. Debbie would be your first contact for questions regarding departmental deposits. (ext. 4499)

### **Ginger Martinez, Perkins Officer/Student Accts**

Ginger works with students in the Perkins Loan program as well as working with students and parents regarding general student account questions. (ext 4779)

### **Bernie Cox, Student Accounts**

Bernie works with students from all graduate programs as well as working with students and parents regarding general student account questions. Bernie is responsible for third party billing for employers, NROTC, etc. (ext 8001)

### **Mike Hotaling, Collections Officer**

Mike is responsible for collections of student accounts as well as working with students and parents regarding financial arrangements with regard to their student accounts.

### **Joanne Ruzek: Accounting Manager:**

Joanne is responsible for the Accounts Payable and Purchasing departments within the Business Office. She oversees all Restricted Funds relating to gifts or grants and makes adjustments to errors in your accounts. Joanne can answer inquiries about your budget reports. (ext. 4205)

### **Linda Granko, Director of Accounts Payable**

Linda oversees the Accounts Payable department and is directly responsible for all payments made for purchases, employee expenses, services, etc. (ext. 4125)

### **Josephine Chu, Accounts Payable**

Josephine is responsible for all payments for vendors and employees in the alphabet between P-Z. Josephine handles all Sodexo invoices. (ext. 4551)

### **Sandy Giunta, Accounts Payable**

Sandy is responsible for all payments for vendors and employees in the alphabet between A-G and is especially responsible for American Express payments. (ext. 4208)

### **Elaine Lowe, Accounts Payable**

Elaine is responsible for all payments for vendors and employees in the alphabet between H-O. Elaine handles all Restricted Fund disbursements as well as Athletics and Advertising payments. (ext. 4916)

### **Ronda Park, Accounts Payable**

Rhonda handles all payments to VISA as well as Telephone and Utilities. (ext. 4207)

### **Janie Minguillon, Purchasing Buyer**

Janie is responsible for the purchasing of the college. She oversees all aspects of the purchasing process. (ext 4285)

### **Emma Shirley-Ingraham, Purchasing Assistant**

Emma is responsible for input and tracking of all purchase requisitions. (ext 4285)

### **John Hills, Payroll Manager**

John is responsible for all payroll related issues including faculty, staff and student wage payments and tax related issues. (ext. 4211).

## Frequently Asked Questions<sup>1</sup>

Question:	Answer:
1. How do I order supplies?	See <a href="#">Internal/External Purchasing</a>
2. What do I use a Check Request for?	See <a href="#">Check Requests</a>
3. Do I need prior approval before I purchase supplies or equipment and pay for it out of pocket?	Yes, see <a href="#">Internal/External Purchasing</a>
4. If I need to pay someone for services, can I pay them and be reimbursed?	<b><u>NO! Please see <a href="#">Payment for Services</a> or <a href="#">Procedures for Payment of Stipends</a>.</u></b>
5. Do I need to fill out an Expense Report for reimbursement or can I use a Check Request form?	You must use an <a href="#">Expense Report</a> with proper signatures.
6. What if I lost my receipts or do not have receipts for out-of-pocket expenses. Can I still be reimbursed?	Yes, we will need any documentation you have, as well as an explanation as to why receipt is not available.
7. Can I be reimbursed from the Business Office petty cash?	Only if the amount is \$50 or less. See <a href="#">Petty Cash Reimbursements</a> .
8. If I am the Department Head or Chairperson and requesting reimbursement, who needs to authorize or approve my Expense Report?	Your immediate supervisor.
9. How much does the College pay for mileage?	The amount allowable by IRS (See <a href="#">Expense Report</a> )
10. How long does it take to issue a reimbursement check? How long does it take to issue a check submitted on a Check Request?	Any check request or expense reimbursement submitted with all necessary signatures and supporting documentation will be paid by the Friday following its submission.
11. When can a vendor expect payment? How quickly will their invoice be processed for payment?	We typically pay vendors within 30 days of invoice date. Should the invoice be past due, we will process it in our next check run (as long as it has all necessary approvals and is not over budget.)
12. How do I know if you have made a payment against a P.O.?	Check GaelXpress. If the amount is no longer in the "encumbered" column and reflects in the "actual" column, it has been vouchered for payment. (The date a check is cut may be later than the date it is vouchered.) Contact Accounts Payable if you need check date information.
13. If I have received an invoice or statement from a vendor, do I need to forward it to the Business Office?	Yes, please submit any invoices you receive as soon as possible. Please note the PO number and initial the invoice to verify acceptance of goods or services.
14. Will payment be made automatically using a PO or does the Business Office need the invoice as well?	Payments against PO's are made automatically if the items are received through the Warehouse. We still need an invoice, and the invoice must reference the PO number. You will be contacted if the invoice amount exceeds PO amount by 10%. If it is a second request you have received please indicate this on the invoice.
15. What types of purchases require additional approvals other than my Department Head or Dean?	Purchases of computer equipment require the approval of CaTS. The Business Office must see all requisitions \$500 and above.

<sup>1</sup> These questions with appropriate links can be found on the Business Office homepage in SMCNet.