

Who to Call for Assistance

Receiving monthly Budget Reports:

Wendy Haskew (706)-867-2536

Questions related to 'Personal Services'

-**Actual** expended (not budget) payroll information: HR/Payroll (706)864-1440

-**'Encumbrances'** related to Payroll Salaries & Benefits: HR/Payroll (706)864-1440

-**'Budgeted'** salary lines: Budget Office (706)-867-2837

Questions related to 'Travel':

-Travel Regulations & Expense Statements: Kay Barfield (678)-717-3504

-Payment status of travel reimbursement check: Kay Barfield (678)-717-3504

Questions related to 'Non Personal Services'

-Move of expenditures (not budget) to another account: FredaThornton(706)-864-1401

Note: Send via e-mail details of requested move to: freda.thornton@ung.edu

-Phone (Telecommunications) Questions & Billing: Clark Justus (706)-867-2740

-Questions to making any purchases

-Is a mandatory state contract involved? Purchasing (706)-864-1940

-Is a bid required for your purchase? Purchasing (706)-864-1940

-ePro Requisitions Questions: Purchasing (706)-864-1940

-Purchase Orders (& P.O. Encumbrances): Purchasing (706)-864-1940

-PCard Questions:

Melessa Fortne(706)-867-3053

Accounts Payable:

-Status of Payments & Reimbursements:

Suzanne Satterfield(706)-864-1856

Course & Lab Fees:

-Budgeting of Lab/Course Fees:

Valarie Grizzle (706)-864-1388

-Billing & Collection of Lab/Course Fees on Student Accts:

Lesley Ferencz(706) 867-2839

-Assignment of fees to specific courses:

Brett Merritt

Dahlonega: (706)864-1798

Gainesville: (678)717-3755

GeneralItems

-What can (and cannot) be purchased with State funds

Chase Grizzle (706)-867-2530

Milton Hansen (706)-864-1940

Grants (in regards to the budget process):

-Initial