

Accounts Payable Vendor Responsibilities

ACCOUNTS PAYABLE DEPARTMENT

Nancy - 46064	Amie - 46003	Virginia - 46096	Sarah - 46011	Angie - 45026
AP Supervisor	A - H	I - R	S - Z	Athletic D-Pay
Construction (600)	* Cintas	Utilities	* Sam's	Athletic Deposits
Payroll	* HEB	* P-Cards	* Tx Disposal	Fixed Assets
Security Officers	* Hobby Lobby		* Walmart	RevTrak D-Pays
	* Home Depot		* P-Cards	Travel (D-Pays/Trv Card)
	* Lowe's		*UniFirst	
	* P-Cards			
** P-Cards - see Alpha list for A/P Specialist responsible				

FINANCE DEPARTMENT

Jill - 46000	Davina - 46097	Carol - 46061	CFO - Randall Rau	ext 46060
Accounting Specialist	Accounting Specialist	Accounting Specialist	Becka Palmer - Finance Director	ext 46068
Secretary Training	Accts Receivable	Catering invoices	Alex Salazar - Budget Analyst	ext 46053
Student Activity Funds	General Billing	Print Shop WebCRD	Rafael DeAvila - Accountant	ext 46099
Campus audits		Substitutes		
Munis transition		Vendor mgmt		
866 Budget Reviews				

PAYROLL DEPARTMENT

Rita Gonzales - Payroll Coord.	ext 46066
Marydell Barry-P/R Specialist	ext 46010
Marisela Santos-P/R Specialist	ext 46059
Kim West-P/R Specialist	ext 45093

PURCHASING DEPARTMENT

Nicole Turner - Purchasing Dir.	ext 46063
Jennifer Ornelas - Buyer	ext 46035
Valerie Littrell - Buyer	ext 45092