

**INDEX OF BUSINESS SERVICES AND OTHER IMPORTANT CONTACTS**

Business Service	Contact Person	Phone Ext.
Accounts Receivable – Grants	Jennifer Santana	6975
Accounts Receivable – General Funds	Lucy Trafton	6737
Accounts Payable	Karen Martinez	6997
Budget Revisions/Transfers Support – General Funds	Paul Luciano David Techaira	6996 6835
Budget Revisions/Transfers Support – Grants	Elizabeth Flores Alicia Gregory	6983 6752
Travel Authorization	Julia Silveira	6800
Travel Claims and Credit Card Requests	Lucy Trafton	6737
Cash Receipts	Sofia Martinez	6700
Check Requests	Karen Martinez	6997
Grants	Alicia Gregory Elizabeth Flores Jennifer Santana	6752 6983 6975
Expenditure Transfer Support – General Funds	Paul Luciano David Techaira	6996 6835
Expenditure Transfer Support – Grants	Alicia Gregory Elizabeth Flores Jennifer Santana	6752 6983 6975
Purchasing	Joanne Ritter	6129
Petty Cash	Dora Sanchez David Techaira	6951 6835
Purchase Orders/Requisitions	Joanne Ritter	6129
Timecard Entry	Dora Sanchez Abel Del Real	6951 6993