INDEX OF BUSINESS SERVICES AND OTHER IMPORTANT CONTACTS

**Business Service Contact Person Phone Ext**

|  |  |  |
| --- | --- | --- |
| **Accounts Receivable-Grants****Accounts Receivables-General Fund** | **Jennifer Santana****Lucy Trafton** | **6975****6737** |
| **Accounts Payable** | **Karen Martinez****accountspayable@hartnell.edu** | **6997** |
| **Budget Revisions/Transfers Support -****General Funds** | **Paul Luciano****David Techaira** | **6996****6835** |
| **Budget Revisions/Transfers Support -****Grants** | **Jennifer Santana** | **6975** |
| **Travel Authorization** | **Julia Silveira****travel@hartnell.edu** | **6800** |
| **Travel Expense Claims and****Mileage Reimbursement**  | **Lucy Trafton****travel@hartnell.edu** | **6737** |
| **Credit Card Requests****Call for Appointment** | **Lucy Trafton****Julia Silveira****travel@hartnell.edu** | **6737****6800** |
| **Check Requests** | **Karen Martinez****accountspayable@hartnell.edu** | **6997** |
| **Grants** | **Jennifer Santana** | **6975** |
| **Expenditure Transfer Support – General Funds** | **Paul Luciano****David Techaira** | **6996****6835** |
| **Expenditure Transfer Support –** **Grants** | **Jennifer Santana** | **6975** |
| **Purchasing** | **Joanne Ritter****purchasing@hartnell.edu** | **6129** |
| **Purchase Orders/Requisitions** | **Joanne Ritter****purchasing@hartnell.edu** | **6129** |
| **Payroll** | **Abel Del Real** | **6951** |