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**](mailto: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**](mailto:travel@hartnell.edu) | **6800** |
| **Travel Expense Claims and**  **Mileage Reimbursement** | **Lucy Trafton**  [**travel@hartnell.edu**](mailto:travel@hartnell.edu) | **6737** |
| **Credit Card Requests**  **Call for Appointment** | **Lucy Trafton**  **Julia Silveira**  [**travel@hartnell.edu**](mailto:travel@hartnell.edu) | **6737**  **6800** |
| **Check Requests** | **Karen Martinez**  [**accountspayable@hartnell.edu**](mailto: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**](mailto:purchasing@hartnell.edu) | **6129** |
| **Purchase Orders/Requisitions** | **Joanne Ritter**  [**purchasing@hartnell.edu**](mailto:purchasing@hartnell.edu) | **6129** |
| **Payroll** | **Abel Del Real** | **6951** |