



## INDEX OF BUSINESS SERVICES AND OTHER IMPORTANT CONTACTS

<b>BUSINESS SERVICE</b>	<b>CONTACT PERSON</b>	<b>PHONE EXT.</b>
<b>Accounts Receivable – Grants</b>	Jennifer Santana	6975
<b>Accounts Receivable – General Funds</b>	Lucy Trafton	6737
<b>Accounts Payable</b>	Karen Martinez	6997
<b>Budget Revisions/Transfers Support – General Funds</b>	Paul Luciano David Techaira	6996 6835
<b>Budget Revisions/Transfers Support – Grants</b>	Elizabeth Flores Alicia Gregory	6983 6752
<b>Cash Receipts</b>	Sofia Martinez	6998
<b>Check Requests</b>	Karen Martinez	6997
<b>Expenditure Transfer Support – General Funds</b>	Paul Luciano David Techaira	6996 6835
<b>Expenditure Transfer Support – Grants</b>	Alicia Gregory Elizabeth Flores Jennifer Santana	6752 6983 6975
<b>Grants</b>	Alicia Gregory Elizabeth Flores Jennifer Santana	6752 6983 6975
<b>Payroll</b>	Dora Sanchez Abel Del Real	6951 6993
<b>Petty Cash</b>	Dora Sanchez David Techaira	6951 6835
<b>Purchasing</b>	Joanne Ritter	6129
<b>Purchase Orders/Requisitions</b>	Joanne Ritter	6129
<b>Mailroom/Keys</b>		6700
<b>Travel Authorization</b>	Julia Silveira	6800
<b>Travel Claims and Credit Card Requests</b>	Lucy Trafton	6737