

Administrative Services

BUSINESS OFFICE TEAM

Roles & Responsibilities

Document Type

Accounts Receivable/Campus Credit
Cards Accounts Payable
Payroll
Budget Revisions/Transfers
Budget Revisions/Transfers – Grants

Travel & Conference
Cash Receipts
Grants & Contracts
Expenditure Transfers
Expenditure Transfers – Grants

Purchasing
Petty Cash Reimbursements
Purchase Orders/Requisitions

Contact Person

Lucy Trafton
Karen Martinez
Dora Sanchez & Abel Del Real
David Techaira & Elizabeth Flores
Paul Luciano, Elizabeth Flores, &
Jennifer Santana
Lucy Trafton, Julia Silveira
Tina Summers, Blanca Garcia
Paul Luciano
David Techaira & Elizabeth Flores
Paul Luciano, Elizabeth Flores, &
Jennifer Santana
Joanne Ritter
Dora Sanchez, David Techaira
Joanne Ritter