Who to Call for Assistance

Receiving monthly Budget Reports: Angelina Masheva (706)-867-2536

Questions related to ‘Personal Services’:

-Actual expended (not budget) payroll information: HR/Payroll (706)-864-1440
-‘Encumbrances’ related to Payroll Salaries & Benefits: HR/Payroll (706)-864-1440
-‘Budgeted’ salary lines: Budget Office (706)-867-2837

Questions related to ‘Travel’:

-Travel Regulations & Expense Statements: Wendy Smith (678)-717-3615
-Payment status of travel reimbursement check: Wendy Smith (678)-717-3615

Questions related to ‘Non Personal Services’:

-Move of expenditures (not budget) to another account: Freda Thornton (706)-864-1401
  Note: Send via e-mail details of requested move to: freda.thornton@ung.edu
-Phone (Telecommunications) Questions & Billing: Clark Justus (706)-867-2740
-Questions related to Contracts: Sue Pickel (706)-864-1942

Materials Management (Procurement/Purchasing):

See http://ung.edu/comptroller/accounts-payable.php for acceptable payment methods
  PRIOR to making any purchases

-Is a mandatory state contract involved? Purchasing (706)-864-1940
-Is a bid required for your purchase? Purchasing (706)-864-1940
-ePro Requisitions Questions: Purchasing (706)-864-1940
-Purchase Orders (& P.O. Encumbrances): Purchasing (706)-864-1940
PCard Questions: Milton Hansen (706)-867-3053

Accounts Payable:
-Status of Payments & Reimbursements: Suzanne Satterfield (706)-864-1856

Course & Lab Fees:
-Budgeting of Lab/Course Fees: Valarie Grizzle (706)-864-1388

Billing & Collection of Lab/Course Fees on Student Accts:
-Jarad Goodall (706) 867-2512

-Assignment of fees to specific courses:
-Student Accts:
-Assignments of fees to specific courses: Steven Stubb (706)-864-1798

General Items:
-What can (and cannot) be purchased with State funds:
-Donna Caldwell (706)-864-1410

-Beverly Long (706)-864-1940

Grants (in regards to the budget process):
-Initial grant budget development: Grants & Contracts (706)-867-3280

Available balances, billing, budget amendments:
(AAll Campuses) Angela Carlin (470)-239-3037

(Cumming Campus) Annette Gilstrap(678)-717-3612

(Gainesville Campus)