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:
  Note: Send via e-mail details of requested move to: freda.thornton@ung.edu
  Freda Thornton (706)-864-1401
- 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](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:**
  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:**
  (All Campuses)
  Grants & Contracts (706)-867-3280

- **Available balances, billing, budget amendments:**
  (Cumming Campus)
  Angela Carlin (470)-239-3037

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

If you need this document in another format, please email budget.office@ung.edu or call 706-867-2837.