

## Who to Call for Assistance

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### 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](mailto: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:**

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)  
(Gainesville Campus)

Angela Carlin (470)-239-3037  
Annette Gilstrap(678)-717-3612

If you need this document in another format, please email [budget.office@ung.edu](mailto:budget.office@ung.edu) or call 706-867-2837.