

Who to Call for Assistance

Receiving monthly Budget Reports:

Wendy Haskew (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: Kay Barfield (678)-717-3504

-Payment status of travel reimbursement check: Kay Barfield (678)-717-3504

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: Purchasing (706)-864-1940

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: Melessa Fortner (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: Lesley Ferencz (706) 867-2839

-Assignment of fees to specific courses: Brett Merritt
Dahlonoga: (706)-864-1798
Gainesville: (678)-717-3755

General Items:

-What can (and cannot) be purchased with State funds: Chase Grizzle (706)-867-2530
Milton Hansen (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