

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
 Subject: Financial, Budget & General Services – Whom to Contact
 Issued by: Financial & Budget Services
 Number: 501
 Date Revised: 6/2008

Topic/Question	Primary Contact	Secondary Contact
Access to M-Pathways Issues	Cynthia S. Kecskes	MAIS 734-936-7000
Accounts Payable (Full)	Karen Erridge	Noel Hornbacher
Budget Clearance Form	Judy Kennard	Noel Hornbacher
Budget System	Judy Kennard	Noel Hornbacher
Budget Transfers	Judy Kennard	Noel Hornbacher
Base Budget Line Adjustments	Judy Kennard	Noel Hornbacher
Base Budget Line Variances	Judy Kennard	Noel Hornbacher
Budget Activity Reports/Quarterly Statements	Judy Kennard	Noel Hornbacher
Budget/Internal Merit Cycle Process	Judy Kennard	Noel Hornbacher
Budget Planning Document	Judy Kennard	Noel Hornbacher
Campus Mail Label System	Judy Harris	Judy Kennard
Chartcom Balances	Stacy Eglinton	Noel Hornbacher
Chartcom Establishment/Modifications/Close-Outs	Stacy Eglinton	Noel Hornbacher
Credit Card Payments (Visa/Master Card/Discover)	Karen Erridge	Joanna Furguele
Dearborn Administrative Guide (DAG) Updates	Cynthia S. Kecskes	Noel Hornbacher
Dearborn Chartfield Look-Up	Stacy Eglinton	Noel Hornbacher
Direct Deposit of Paycheck (Forms Only)	Cynthia S. Kecskes	Ann Arbor Payroll
Directory, UM-D Staff	Judy Harris	Judy Kennard
Equipment Inventory and Property Disposition	Noel Hornbacher	Joanna Furguele
External Surveys (Faculty Demographics)	Judy Kennard	Robert Gassel
Federal ID Number	Cynthia S. Kecskes	Noel Hornbacher
Forms (UM-D) Requests	Cynthia S. Kecskes	On FBGS website
General Accounting Policies	Stacy Eglinton	Noel Hornbacher
Grey Book/Budget Book (Dearborn)	Judy Kennard	Noel Hornbacher
Headcounts & Comparison Questions (Faculty & Staff)	Judy Kennard	Noel Hornbacher
Hosting - Allowable Expenses	Karen Erridge	Noel Hornbacher
Hosting - Preparation of Expense Reports	Karen Erridge	Noel Hornbacher
Invoice Payments	Karen Erridge	Noel Hornbacher
Journal Entry Uploads	Stacy Eglinton	Noel Hornbacher
Login & User Access for Budget Sites	Judy Kennard	

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Lump Sum Advance	Noel Hornbacher	
M-Pathways Procurement (FinProd)	Karen Erridge	Noel Hornbacher
M-Pathways Financials/Reports (FinODS)	Cynthia S. Kecskes	Stacy Eglinton
NSF Checks	Linda Southward	Cashiers Staff
Non-PO Vouchers & Payments	Karen Erridge	Noel Hornbacher
OARS (On-line Access Request System)	Noel Hornbacher	Cynthia S. Kecskes
Paycheck Distribution	Linda Southward	Robert Gassel
Petty Cash Advances and Allowable Purchases	Linda Southward	Robert Gassel
Problems Using M-Pathways	Cynthia S. Kecskes	MAIS 734-936-7000
Purchasing Coordination (Purchase Orders & Requisitions)	Karen Erridge	Noel Hornbacher
Purchasing Cards	Cynthia S. Kecskes	Noel Hornbacher
P-Card Chartcom Adjustments	Noel Hornbacher	Stacy Eglinton
Sales Tax Collection	Noel Hornbacher	Robert Gassel
Service Unit Billings (SUB's)	Joanna Furgiuele	Noel Hornbacher
State Reporting Coordination (HEIDI and MI IIA)	Judy Kennard	Noel Hornbacher
Statement of Activity Questions - Details	Stacy Eglinton	Noel Hornbacher
Statement of Activity Questions - Reconciliations	Cynthia S. Kecskes	Stacy Eglinton
Student Account Balances	Linda Southward	Student Accounts Staff
Student Accounts Receivable System	Joanna Furgiuele	Noel Hornbacher
Suggestions and/or Complaints	Robert Gassel	Staff
Tax Exempt Certificates & Info	Cynthia S. Kecskes	Noel Hornbacher
Transfers of Funds	Stacy Eglinton	Noel Hornbacher
Travel/Hosting - Allowable Expenses	Karen Erridge	Noel Hornbacher
Travel/Hosting - Preparation of Expense Reports	Karen Erridge	Noel Hornbacher
Travel/Hosting - Request for Advance	Linda Southward	Noel Hornbacher
Tuition Reimbursement - Staff	Vera Kapulak	Noel Hornbacher
Unit Liaison	Noel Hornbacher	Robert Gassel
Vending Promo Redemptions	Cynthia S. Kecskes	Robert Gassel
Vendor ID Requests	Karen Erridge	Noel Hornbacher
Vendor Payments	Karen Erridge	Noel Hornbacher
W-9 Requests	Cynthia S. Kecskes	Noel Hornbacher
Website for Financial, Budget & General Services	Judy Kennard	
Zero-Out Chartcoms	Stacy Eglinton	Noel Hornbacher