

## Finance and Business Operations Quick Guide

Department	Accounting Services/Business Office	Budget Office / Services	** Pre and Post Awards/Grants	Purchasing Services & Operations	Student Accounts & Cashiering
<b>Director</b>	Lee Ann Davis	Penny Morris	Al Hardimon	Brandy Smith	Lee Ann Davis
<b>Team</b>	Alicia Wellborn, Linda Caballero, Mary Mullin, Rachel Rush	Angie Poole, Annette Robinson	Christine Gonzalez, Phoebe Marie McKnight	Diane Senecal, Rhonda Dale	Pam Sparks
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Budget Amendment		X			
Budget Fail, Budget Override		X			
Collect Tuition and Fees					X
Deposit Foundation Deposits (Gift Accounts)					X
Expense Reports	X				
Grants			X		
Guest Speakers, Independent Contractors				X	
Journal Vouchers	X				
Make Payments to Suppliers (Accounts Payable/Accounts Receivable)	X				
Oversee Student Payment Plans					X
PCard	X				
Print Charges		X			
Process Departmental Deposits					X
Process Financial Aid Disbursement					X
PTI Budgets		X			
Purchase Orders				X	
Requisitions				X	
Sign Funds Request Form - Gifts (Budget and Foundation Sign)		X			
Spend Authorizations	X				
Student Worker/Federal Work Study Budgets		X			
Supplier Invoice Request (SIR)	X				
Supplier Registration				X	
Transfer Funds		X			
Travel	X				

\* Contract review - email to [contracts@nsc.edu](mailto:contracts@nsc.edu)

\*\* All questions grant related please contact Pre and Post Awards/Grants

\*\*\* Payroll related questions, contact [NHR@nsc.edu](mailto:NHR@nsc.edu)