WHO TO CONTACT - DOCUMENT REFERENCE LIST

Listed below are document reference numbers which may appear on your transaction detail report under "Document Number." These references refer to uploaded documents from the department and processed by Accounting Services, or to documents processed by other departments using sub-systems which are not directly related to Banner Finance.

Sub-system and recharge documentation is not retained by Accounting Services.

For detailed information regarding these transactions, please contact the person referenced on the following list.

<table>
<thead>
<tr>
<th>Document Reference (begins with)</th>
<th>Department</th>
<th>Type of Entry</th>
<th>Contact</th>
<th>Phone Ext.</th>
<th>Mail Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG</td>
<td>Accounting Services</td>
<td>Accounting Transaction</td>
<td>Diane Fuller</td>
<td>4002</td>
<td>1440</td>
</tr>
<tr>
<td>ADM</td>
<td>Enterprise App Services</td>
<td>Recharge</td>
<td>Meredith Jarvis</td>
<td>3360</td>
<td>1480</td>
</tr>
<tr>
<td>AL</td>
<td>WWU Foundation (Alumni)</td>
<td>Accounting Transaction</td>
<td>Amy Hutchinson</td>
<td>2235</td>
<td>9034</td>
</tr>
<tr>
<td>ATS</td>
<td>Academic Tech User Srvs</td>
<td>Recharge</td>
<td>Sheri Thompson-Alvarez</td>
<td>3142</td>
<td>9059</td>
</tr>
<tr>
<td>B</td>
<td>Planning and Budget</td>
<td>Budget Transaction</td>
<td>Carrie Thurman</td>
<td>3029</td>
<td>9044</td>
</tr>
<tr>
<td>BJV</td>
<td>Planning and Budget</td>
<td>Budget Transaction</td>
<td>Carrie Thurman</td>
<td>3029</td>
<td>9044</td>
</tr>
<tr>
<td>BKS</td>
<td>Bookstore</td>
<td>Recharge</td>
<td>Dee Dee Chapman</td>
<td>2231</td>
<td>9104</td>
</tr>
<tr>
<td>BT</td>
<td>Budget Millennium</td>
<td>Budget Transaction</td>
<td>Carrie Thurman</td>
<td>3029</td>
<td>9044</td>
</tr>
<tr>
<td>CAP</td>
<td>Capital Budget</td>
<td>Budget Transaction</td>
<td>Teyra Carter</td>
<td>7700</td>
<td>9122</td>
</tr>
<tr>
<td>CMG</td>
<td>Treasury Services</td>
<td>Accounting Transaction</td>
<td>Becky Kellow</td>
<td>3720</td>
<td>1430</td>
</tr>
<tr>
<td>COP</td>
<td>Copy Duplicating</td>
<td>Recharge</td>
<td>Pamela Melton</td>
<td>7315</td>
<td>9127</td>
</tr>
<tr>
<td>CSS</td>
<td>Copier Support Services</td>
<td>Recharge</td>
<td>Pamela Melton</td>
<td>7315</td>
<td>9127</td>
</tr>
<tr>
<td>E</td>
<td>Accounting Services</td>
<td>Encumbrance</td>
<td>Toni Payne</td>
<td>6633</td>
<td>1440</td>
</tr>
<tr>
<td>EIS</td>
<td>Equipment Inventory</td>
<td>Accounting Transaction</td>
<td>Diane Hack</td>
<td>3040</td>
<td>1440</td>
</tr>
<tr>
<td>ESP</td>
<td>Outreach &amp; Continuing Edu</td>
<td>Accounting Transaction</td>
<td>Kelley Peck</td>
<td>3320</td>
<td>9102</td>
</tr>
<tr>
<td>F</td>
<td>Payroll</td>
<td>Accounting Transaction</td>
<td>Megan Summers</td>
<td>3544</td>
<td>9054</td>
</tr>
<tr>
<td>FDS</td>
<td>WWU Foundation</td>
<td>Accounting Transaction</td>
<td>Denise Logue</td>
<td>3505</td>
<td>9034</td>
</tr>
<tr>
<td>FPA</td>
<td>Fine and Performing Arts</td>
<td>Recharge</td>
<td>Katie Rothenberg</td>
<td>4328</td>
<td>9109</td>
</tr>
<tr>
<td>FM</td>
<td>Facilities Management (AiM)</td>
<td>Recharge</td>
<td>Nancy McLaughlin</td>
<td>7502</td>
<td>9121</td>
</tr>
<tr>
<td>HSG</td>
<td>University Res Facilities</td>
<td>Recharge</td>
<td>Alethea Macomber</td>
<td>7498</td>
<td>9195</td>
</tr>
<tr>
<td>I</td>
<td>Accounts Payable A-L</td>
<td>Accounting Transaction</td>
<td>Chris Remick</td>
<td>6477</td>
<td>1440</td>
</tr>
<tr>
<td>I</td>
<td>Accounts Payable M-Z</td>
<td>Accounting Transaction</td>
<td>Gretchen Kulpa</td>
<td>3492</td>
<td>1440</td>
</tr>
<tr>
<td>J</td>
<td>Accounting Services</td>
<td>Accounting Transaction</td>
<td>Toni Payne</td>
<td>6633</td>
<td>1440</td>
</tr>
<tr>
<td>JCP</td>
<td>Capital Budget</td>
<td>Job Cost Process</td>
<td>Teyra Carter/ Dimitri Diamanti</td>
<td>7700/3296</td>
<td>9122</td>
</tr>
<tr>
<td>K</td>
<td>Accts Rec/Student Accts</td>
<td>Accounting Transaction</td>
<td>Diane Fuller</td>
<td>4002</td>
<td>1440</td>
</tr>
<tr>
<td>K</td>
<td>Cash Receipts*</td>
<td>Accounting Transaction</td>
<td>Becky Kellow</td>
<td>4530</td>
<td>1430</td>
</tr>
<tr>
<td>K</td>
<td>Grants Receivables</td>
<td>Accounting Transaction</td>
<td>Keith Lyon</td>
<td>2924</td>
<td>1440</td>
</tr>
<tr>
<td>LKS</td>
<td>Lock Shop</td>
<td>Recharge</td>
<td>Kevin Conforti</td>
<td>3687</td>
<td>9114</td>
</tr>
<tr>
<td>MLT</td>
<td>Academic Tech User Srvs</td>
<td>Recharge</td>
<td>Pamela Melton</td>
<td>7315</td>
<td>9127</td>
</tr>
<tr>
<td>MOV</td>
<td>Transport Services</td>
<td>Recharge</td>
<td>Daryl Larkin</td>
<td>3576</td>
<td>9116</td>
</tr>
<tr>
<td>OMS</td>
<td>Computer Maintenance</td>
<td>Recharge</td>
<td>Nathan Moore</td>
<td>3847</td>
<td>9059</td>
</tr>
<tr>
<td>PCD</td>
<td>Purchasing Card</td>
<td>Recharge</td>
<td>Debbi Baughn</td>
<td>3561</td>
<td>1430</td>
</tr>
<tr>
<td>PHY</td>
<td>Physical Plant (FAMIS)</td>
<td>Recharge</td>
<td>Nancy McLaughlin</td>
<td>7502</td>
<td>9121</td>
</tr>
<tr>
<td>RSP</td>
<td>Research &amp; Spons Prgms</td>
<td>Accounting Transaction</td>
<td>Becky Striggow/ Keith Lyon</td>
<td>2245/2924</td>
<td>1440</td>
</tr>
<tr>
<td>SBO</td>
<td>Student Business Off-PRK</td>
<td>Recharge</td>
<td>Suzy Merrick</td>
<td>4531</td>
<td>9004</td>
</tr>
<tr>
<td>SFS</td>
<td>Student Accounts</td>
<td>Accounting Transaction</td>
<td>Diane Fuller</td>
<td>4002</td>
<td>1440</td>
</tr>
<tr>
<td>SPU</td>
<td>Student Publications</td>
<td>Recharge</td>
<td>Jennifer Dalton</td>
<td>4583</td>
<td>9161</td>
</tr>
<tr>
<td>SWS</td>
<td>Software Licenses</td>
<td>Recharge</td>
<td>Nancy Larson</td>
<td>7388</td>
<td>9059</td>
</tr>
<tr>
<td>TEL</td>
<td>Telecommunications</td>
<td>Recharge</td>
<td>Chad Albans</td>
<td>3873</td>
<td>1480</td>
</tr>
<tr>
<td>UBX</td>
<td>Box Office</td>
<td>Recharge</td>
<td>Jessie Phillips</td>
<td>6103</td>
<td>9117</td>
</tr>
<tr>
<td>VUU</td>
<td>Assoc Students/VU</td>
<td>Recharge</td>
<td>Cindy Monger</td>
<td>4154</td>
<td>9106</td>
</tr>
<tr>
<td>Z</td>
<td>Student Business Office</td>
<td>Accounting Transaction</td>
<td>Payment Unit at <a href="mailto:cashier@wwu.edu">cashier@wwu.edu</a></td>
<td>2930</td>
<td>9004</td>
</tr>
</tbody>
</table>

* Document beginning with a K that has a receipt number in the document reference number field. Non-cashier items do not have document reference numbers.

For questions on whom to call or help with Finance Reports, contact Toni Payne in Accounting Serv x6633.