

Phone Reference Guide:

2430 - Michele Gianakos, Finance Accounts Payable Associate
2432 - Faye Laird, Finance Accounts Receivable Associate
2574 - Vicki Christensen, Finance Account Payable Associate
2648 - Judy Braun, Purchasing Technician
2756 - Dawn Herrmann, Financial Specialist

2762 - Jo Wiedholz, Finance Associate
2770 - Mary Ann Ours, Finance Purchasing Associate
3008 - Sherry Croce, Finance Associate
3046 - Debbie Lewis, Financial Analyst-Projects
3048 - Betty Dulak, Finance Grants Associate

3088 - Tina Schmitz, Director Budgets & Internal Audit
3096 - Mark Zlevor, CFO/VP Administration
3098 - Sue Debe, Assistant to CFO/VP Administration
3160 - Beverly Hansen, Controller

All e-mail addresses are last name first initial (i.e. zlevorm@gtc.edu)

BUSINESS OFFICE – FUNCTIONAL DIRECTORY

Accounts Payable	Child Care – Racine.....	3008
1099 Miscellaneous Generating.....	Invoices/ Billing	
Checks Issued on Tuesday & Thursday	Monthly Receivable	
(Payroll Questions Contact Payroll Dept.)	Post Daily Payments	
Copiers Lease/Purchase of Machines	Contracts and Agreements.....	3096
Federal Tax I.D. Number.....	Copiers – Assistance in acquiring/replacing/removing.....	2430
Honorariums only non-GTD Employees	Staples Questions/ Guidelines	2770
Meal Reimbursements for WI and	Staples EWAY	2770
other States	Navigating	
Mileage Charts between Campuses	Password Issues	
Mileage Rates	Questions/Guidelines	
New Vendor Form	Set-up	
Sales Tax Filing.....	Credit Letters	3008
Tax Exemption Certificate	DAAB (District Activity Advisory BD)	3008
Travel Expense Reports.....	Clubs/Classes	
W9 Form.....	Journal Entries between Clubs	
Assistance/Support for	Receive all Requests/Keep Log	
Chief Financial Officer/VP Administration	Process Requests for Payments/ and or	
Bank Reconciliation (A/P, F/AID, Refund, Payroll).....	Journal Entries	
Bids	Debt Issues.....	3096
Purchasing	District Follett Bookstore Re-prints.....	3008
Construction	Fixed Asset (Capital Equipment)	2648
Billing	Disposal	
At-Risk/ Youth Options High School	Sale (I Sold It, Hawk Hunter)	
DOC-Racine	Tagging (Over \$5,000)	
DVR	Tracking (Over \$5,000)	
EMT/EMS/FIRE	Transfer	
Facility Rental.....	General Accounting	
Follett Bookstore	Account Codes/ Assigning	3088/3160
Food Service	Board Bill Lists.....	3160
GED Testing.....	EZ Audit.....	3160
GTC Foundation.....	Financial Reports (Monthly/ Annual).....	3160
Professional Development – Non Police Dept.....	Higher Learning Financial Report	3160
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RAMAC.....	OPEB Data Commission Report	3160
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Sponsored Student/Section	General Ledger	
TAA.....	Accounts.....	3088/3160
Veterans	Grant Special Revenue	
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WIA.....	Budget Reports	3046
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Capital Expense Orders	Aviation.....	3098
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Construction Bids	General Liability.....	3098
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P-Card Authorization	Student/Visitor Claims.....	3098
Questions/ Policies.....	Internal Audits.....	3088
Status		
Checks (Payroll, A/P, Refund/ F/Aid)		
Status: Outstanding/Cashed		
Stop Payments/Replacements		

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