

**Gateway Technical College
Business Office - Functional Directory
Phone and E-mail Reference Guide**

2648	Braun, Judy - Purchasing Technician	braunj@gtc.edu	2432	Hanson, Faye - Finance Accts. Rcble. Associate	hansonf@gtc.edu
2762	Chase, Sue - Finance Associate	chases@gtc.edu	2756	Herrmann, Dawn - Financial Specialist	herrmannnd@gtc.edu
2574	Christensen, Vicki - Finance Accts. Pay. Associate	christensenv@gtc.edu	3046	Lewis, Debbie - Grant Accounting Manager	lewisd@gtc.edu
3008	Croce, Sherry - Finance Associate	croces@gtc.edu	2770	Ours, Mary Ann - Finance Purchasing Associate	oursm@gtc.edu
3098	Debe, Sue - Asst. to CFO / VP Administration	debes@gtc.edu	3088	Thomey, Bane - Director Budgets and Internal Audit	thomeyb@gtc.edu
3048	Dulak, Betty - Finance Specialist Grants	dulakb@gtc.edu	2612	Wiedholz, Jo - HPOP Grant Clerical Associate	wiedholzj@gtc.edu
2430	Gianakos, Michele - Finance Accts. Pay. Associate	gianakosm@gtc.edu	3096	Zlevor, Mark - CFO / VP Administration	zlevorm@gtc.edu
3160	Hansen, Beverly - Controller	hansenbe@gtc.edu			

	Extension(s)		Extension(s)
Accounts Payable		Capital Expense Orders	
1099 Miscellaneous Generating	2430/2574	Changes	2648/2770
Checks Issued on Tuesday & Thursday	2574/2430	Construction Bids	2648/3096
(Payroll Questions Contact Payroll Dept)		Facility Project Approvals	3096
Copiers Lease/Purchase of Machines	2430/2574	P-Card Authorization	2648
Federal Tax I D Number	2574/2430	Questions/ Policies	2648/2770
Honorariums only non-GTD Employees	2574/2430	Status	2648/2770
Meal Reimbursements for WI & other States	2574/2430	Checks Checks (Payroll, A/P, Refund/ F/Aid)	2762
Mileage Charts between Campuses	2574/2430	Status: Outstanding/Cashed	
Mileage Rates	2574/2430	Stop Payments/Replacements	
New Vendor Form	2574/2430/2770	Contracts and Agreements	3098
Sales Tax Filing	2574/2430	Copiers – Assistance in acquiring/replacing/removing	2430
Tax Exemption Certificate	2574/2430/2770	Credit Letters	3008
Travel Expense Reports	2574/2430	DAAB (District Activity Advisory Board)	3008
W9 Form	2574/2430/2770	Clubs/Classes	
Assistance/Support for CFO / VP Administration	3098	Journal Entries between Clubs	
Bank Reconciliation (A/P, F/AID, Refund, Payroll)	2762	Receive all Requests/Keep Log	
Bids		Process Requests for Payments/ and or	
Purchasing	2648	Journal Entries	
Construction	2648/3096	Debt Issues	3096/3098
Billing		District Follett Bookstore Re-prints	3008
At-Risk/ Youth Options High School	2432	Fixed Asset (Capital Equipment)	2648
Criminal Background Checks–American Databank	3048	Disposal	
DOC-Racine	2756/2432	Sale (eBay, Hawk Hunter)	
DVR	2432	Tagging (Over \$5,000)	
EMT/EMS/FIRE	2432	Tracking (Over \$5,000)	
Facility Rental	2432	Transfer	
Follett Bookstore	2756	General Accounting	
Food Service	2432	Account Codes/ Assigning	3088/3160
GED Testing	2432	Board Bill Lists	3160
GTC Foundation	3048	EZ Audit	3160
Professional Development – Non Police Dept	2756	Financial Reports (Monthly/ Annual)	3160
Professional Development Police Science	2432	Higher Learning Financial Report	3160
RAMAC	2756	IPEDS Financial Report	3160
Retiree Insurance	2432	OPEB Data Commission Report	3160
Sponsored Student/Section	2756	WTCS State Reports	3160
TAA	2432	General Ledger	
Veterans	2432	Accounts	3088/3160
WEDD Contracts	2756	Grant Special Revenue	
WEDD Testing	2432	Account Inquiries and Maintenance	3046/3048
WIA	2432	Budget Reports	3046
Budgets		Budget Set up	3046
Budget Council	3088	Budget and Journal Entries	3048
Development	3088	Finance Meetings	3046
Reports	3088	Grant Award	3046
Transfers	3088/2756	HPOP Assistance	2612
Business Office Deposits		Monthly Permanent Employee List	3048
Financial System (Journal Entries/ Preparation/ Processing/Inquiries/Questions)	2762/3160	Payroll Inquiries	3046/3048
Monthly Check Register	3008	P-Card Approvals	3046/3048
Student System Cash Receipt Sessions		Project Analysis	3046/3048
(Preparation/Processing/Inquiries/Questions)	2762	Purchase Order	3046/3048
Capital Equipment (Fixed Asset)	2648	Request for Proposal Budgets	3046
		Travel Reimbursement	3046/3048

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	Extension(s)		Extension(s)
Insurance		Reports (continued)	
Aviation	3098	IPEDS Financial Report	
Educator's Liability	3098	OPEB Data Report	3160
General Liability	3098	Post General Ledger Transactions Report	3046/3048
Property	3098	Sales Tax Report	2762
Student/Visitor Claims	3098	Schedule of Grand Awards Report	3046
Internal Audits	3088	Single Audit Report (Federal/State Project)	3046
Journal Entries		Special Revenue Budget Report	3046
Chargebacks Journal Entry (Technology/		Tax Levy	3098/3096
Telephone/Utilities/ Custodial)	2762	WTCS International Education Fiscal Agent	3048
Financial AID WT/ACH	3088/2762	WTCS State Reports	3160
Miscellaneous	2762	WTCS (Strategic Facility Planning Guide)	3098
Payroll Payables/Wire Transfers	2762	Scholarship Session Reconciling/ CR Summary	2762
Key FOB Distribution (Admin Ctr Only)	3098	SciQuest (eProcurement)	2648
Leases	3098	Shipping and Receiving Issues	2770
No Check Refund Transfers - Student System Payments	2762	Tax Exemption Certificate	
NSF Letters	3008	Accounts Payable	2574/2430
P-Cards	2648	District	3008
Card Cancellation		Tax Levy	
CCER Calendar		District Tax Levy Municipality Payments/ Balances	2762
Credit Limit Change		Tax Payer Inquiries	3096
Download G/L		Tax Bills	3098
Edit Cardholder Profile		Tax Incremental Financing	3096
Monthly Statements/Receipts		Technology Invoices (Networking-Servers/ Email/	
New Card Request		Phone Services)	3008
New Cardholder Training		CATI ECP	
Reset Password		ECP	
Print Shop and Duplicating Charges Journal Entries	3048	Racine Workforce Development Center	
Projects		Travel	
Racine Jobs	2432	Meal Reimbursements for WI & Other States	2574/2430
WGTD	2432	Mileage Charts between Campuses	2574/2430
WISPALS	2432	Mileage Rates	2574/2430
Purchasing		Policy/ Procedure	2574/2430/3160
Bids	2648	Travel Expense Reports	2574/2430
Purchase Order Questions/Changes/		Vehicles	
Status/ Renewals	2770	Titles for Gateway-owned vehicles	3098
Construction Bids	2648/3096	Vendor	
Contracts: State, Cooperatives ,etc	2648	Maintenance	2430/2574
Facility Project Approvals	3096	Questions	2770/2648
Maintenance Agreements	2430	W9 Form	
Office Supplies/Office Max Questions/Guidelines	2770	Accounts Payable	2574/2430
Policy and Guidelines	2648	District	3008
Quotations/Assistance in Obtaining	2648	Web Payments	
Request for Proposal (RFP)	2648	Inquires/ Questions	2762
Requisitions	2648/2770	Receipt Copy	2762
Service Bids/ Quotes/ RFP's/ Schedule/ Monitoring	3098	Reconcile Sessions	3008
Status	2770	VeriSign Verification of Payment	2762
WTCS Contacts	2648	WTCS State Reports	
WTCS Purchasing Committee	2648	Cost Allocation	3160
Reports		Strategic Facility Planning Guide	3098
Budget/Annual Financial Report Documents	3098/3088/3160	Program Fee Survey	3160
District Facility Fee Schedule	3098	UFFAS	3160
District Tax Levy Municipality Payments/ Balances	2762		
EZ Audit	3160	Program Fee Survey	3160
Federal and State Financial Reporting	3048	UFFAS	3160
Federal Money Report	2762		
Financial Reports (Monthly/ Annual)	3160		
General Fund Category and Functions Reports	3046		
Higher Learning Commission Financial Report	3160		