

**BUSINESS OFFICE FUNCTIONAL DIRECTORY****Phone Reference Guide:**

2430 Michele Gianakos, Finance Accounts Payable Associate  
 2432 Faye Hanson, Finance Accounts Receivable Associate  
 2574 Vicki Christensen, Finance Account Payable Associate  
 2612 Jo Wiedholz, HPOP Grant Clerical Associate  
 2648 Judy Braun, Purchasing Technician  
 2756 Dawn Herrmann, Financial Specialist  
 2762 Sue Chase, Finance Associate  
 2770 Mary Ann Ours, Finance Purchasing Associate

3008 Sherry Croce, Finance Associate  
 3046 Debbie Lewis, Grant Accounting Manager  
 3048 Betty Dulak, Finance Specialist - Grants  
 3088 Bane Thomey, CFO/VP Finance and Administration  
 3098 Sue Debe, Assistant to CFO/VP Finance and Administration  
 3016 Jason Nygard, Director Budgets & Internal Audit  
 3160 Beverly Hansen, Controller (Note: [hansenbe@gtc.edu](mailto:hansenbe@gtc.edu))

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

Accounts Payable		Status	2648/2770
1099 Miscellaneous Generating	2430/2574	Checks (Payroll, A/P, Refund/ F/Aid)	2762
Checks Issued on Tuesday & Thursday (Payroll Questions Contact Payroll Dept.)	2574/2430	Status: Outstanding/Cashed/Stop Payments/ Replacements	
Copiers Lease/Purchase of Machines	2430/2574	Contracts and Agreements	3098
Federal Tax I.D. Number	2574/2430	Copiers - Assistance in acquiring/replacing/removing	2430
Honorariums only non-GTD Employees	2574/2430	Credit Letters	3008
Meal Reimbursements for WI & other States	2574/2430	DAAB (District Activity Advisory BD)	3008
Mileage Charts between Campuses	2574/2430	Clubs/Classes	
Mileage Rates	2574/2430	Journal Entries between Clubs	
New Vendor Form	2574/2430/2770	Receive all Requests/Keep Log	
Sales Tax Filing	2574/2430	Process Requests for Payments/ and or	
Tax Exemption Certificate	2574/2430/2770	Journal Entries	
Travel Expense Reports	2574/2430	Debt Issues	3088/3098
W9 Form	2574/2430/2770	District Follett Bookstore Re-prints	3008
Assistance/Support for Chief Financial Officer/ VP Finance & Administration	3098	Fixed Asset (Capital Equipment)	2648
Bank Reconciliation (A/P, F/AID, Refund, Payroll)	2762	Disposal	
Bids		Sale (eBay, Hawk Hunter)	
Purchasing	2648	Tagging (Over \$5,000) Tracking (Over \$5,000) Transfer	
Construction	2648	General Accounting	
Billing		Account Codes/ Assigning	3106/3160
Active Duty Military/Spouses	2756	Board Bill Lists	3160
At-Risk/ Youth Options High School	2432	EZ Audit	3160
Criminal Background Checks	3048	Financial Reports (Monthly/ Annual)	3160
DOC-Racine	2756/2432	Higher Learning Financial Report	3160
DVR	2432	IPEDS Financial Report	3160
EMT/EMS/FIRE	2432	OPEB Data Commission Report	3160
Facility Rental	2432	WTCS State Reports	3160
Follett Bookstore	2756	General Ledger	
Food Service	2432	Accounts	3106/3160
GED Testing	2432	Grants Special Revenue	
GTC Foundation	3048	Account Inquiries and Maintenance	3046/3048
Professional Development – Non Police Dept	2756	Budget Reports	3046
Professional Development Police Science	2432	Budget Set up	3046
RAMAC	2756	Budget and Journal Entries	3048
Retiree Insurance	2432	Finance Meetings	3046
Sponsored Student/Section	2756	Grant Award	3046
TAA	2432	HPOP Assistance	2612/3048
Veterans	2432	Monthly Permanent Employee List	3046
WEDD Contracts	2756	Payroll Inquiries	3046/3048
WEDD Testing	2432	P-Card Approvals	3046/3048
WIA	2432	Project Analysis	3046/3048
Budgets		Purchase Order	3046/3048
Budget Council	3106	Request for Proposal Budgets	3046
Development	3106	Travel Reimbursement	3046/3048
Reports	3106	Insurance	
Transfers	3106/2756	Aviation	3098
Business Office Deposits		Educator's Liability	3098
Financial System (Journal Entries/ Preparation/ Processing/ Inquiries/ Questions)	2762/3160	General Liability	3098
Monthly Check Register	3008	Property	3098
Student System Cash Receipt Sessions (Preparation/ Processing/ Inquires/ Questions)	2762	Student/Visitor Claims	3098
Capital Equipment (Fixed Asset)	2648	Internal Audits	3106
Capital Expense Orders		Journal Entries	
Changes	2648/2770	Chargebacks Journal Entry (Technology/Telephone/ Utilities/Custodial)	2762
Construction Bids	2648	Financial Aid WT/ACH	3106/2762
P-Card Authorization	2648	Miscellaneous	2762
Questions/ Policies	2648/2770	Payroll Payables/Wire Transfers	2762
		Key Distribution (Adm Ctr. Only)	3098

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Leases	3098	WTCS State Reports	3160
NSF Letters	3008	Scholarship Session Reconciling/ CR Summary	2762
P-Cards	2648	SciQuest (eProcurement)	2648
Card Cancellation, CCER Calendar		Shipping and Receiving Issues	2770
Credit Limit Change, Download G/L		Tax Exemption Certificate	
Edit Cardholder Profile, Monthly Statements/Receipts		Accounts Payable	2574/2430
New Card Request		District	3008
New Cardholder Training		Tax Levy	
Reset Password		District Tax Levy Municipality Payments/ Balances	2762
Print Shop and Duplicating Charges Journal Entries	3008	Tax Payer Inquiries	3088
Projects		Tax Bills	3088
WGTD	2432	Tax Incremental Financing	3088
WISPALS	2432	Technology Invoices (Networking-Servers/ Email/Phone Services)	3008
Purchasing		CAT/ECP	
Bids	2648	Travel	
Purchase Order Questions/Changes/Status/Renewals	2770	Meal Reimbursements for WI & Other States	2574/2430
Construction Bids	2648	Mileage Charts between Campuses	2574/2430
Contracts: State, Cooperatives ,etc	2648	Mileage Rates	2574/2430
Maintenance Agreements	2430	Policy/ Procedure	2574/2430/3160
Office Supplies/Office Max Questions/Guidelines	2770	Travel Expense Reports	2574/2430
Policy and Guidelines	2648	Vehicles	
Quotations/Assistance in Obtaining	2648	Titles for Gateway-owned vehicles	3098
Request for Proposal (RFP)	2648	Vendor	
Requisitions	2648/2770	Maintenance	2430/2574
Service Bids/ Quotes/ RFP's/ Schedule/ Monitoring	3098/2648	Questions	2770/2648
Status	2770	W9 Form	
WTCS Contacts	2648	Accounts Payable	2574/2430
WTCS Purchasing Committee	2648	District	3008
Reports		Web Payments	
Budget/Annual Financial Report Documents	3098/3106/3160	Inquires/ Questions	2762
WTCS International Education Fiscal Agent	3048	PayPal Verification of Payment	2762
District Facility Fee Schedule	3098	Receipt Copy	3008
District Tax Levy Municipality Payments/ Balances	2762	Reconcile Sessions	2762
E-Z Audit	3160	WTCS State Reports	
Federal and State Financial Reporting	3048	Cost Allocation	3160
Federal Money Report	2762	Program Fee Survey	3160
Financial Reports (Monthly/ Annual)	3160	UFFAS	3160
General Fund Category and Functions Reports	3046	Program Fee Survey	3160
Higher Learning Commission Financial Report	3160	UFFAS	3160
IPEDS Financial Report	3160		
OPEB Data Report	3160		
Post General Ledger Transactions Report	3046/3048		
Sales Tax Report	2762		
Schedule of Grand Awards Report	3046		
Single Audit Report (Federal/State Project)	3046		
Special Revenue Budget Reports	3046		
Tax Levy	3098/3088		