

Auxiliary Services Administrative Support Staff Responsibilities:

ISSUE	WHO TO CALL	PHONE #	EMAIL ADDRESS
Invoice question	Bonita	994-4378	bjans@montana.edu
Has my subscription been renewed	Bonita	994-4378	bjans@montana.edu
I am attending a conference what do I do to prepare	Deb	994-1567	deborah.gee@montana.edu
Purchasing an item between \$5,000 - \$24,999.99	Bonita	994-4378	bjans@montana.edu
I need some medical or office supplies?	Janet	994-4781	jkraft@montana.edu
One of my employees moved	Kerri	994-6468	auxiliarypayroll@montana.edu
One of my employees wants to do direct deposit	Kerri	994-6468	auxiliarypayroll@montana.edu
I need to have a special payroll check processed	Kerri	994-6468	auxiliarypayroll@montana.edu
What do I need to do to hire a student	Kerri	994-6468	auxiliarypayroll@montana.edu
Who do I contact if one of my employees' paycheck is wrong?	Kerri	994-6468	auxiliarypayroll@montana.edu
Who do I contact if one of my employees' didn't receive a paycheck?	Kerri	994-6468	auxiliarypayroll@montana.edu
Purchasing an item over \$25,000	Mary Lou	994-6469	mlwilson@montana.edu
How do I process an EPAF?	Kerri	994-6468	auxiliarypayroll@montana.edu
There's been an incident/accident--what now?	Safety/Risk	994-2711	
AREAS OF RESPONSIBILITY	WHO TO CALL	PHONE #	EMAIL ADDRESS
Supervision of Budget, Payroll/HR, Purchasing, A/P	Mary Lou	994-6469	mlwilson@montana.edu
Purchases OVER \$25,000 (IFB, RFP)	Mary Lou	994-6469	mlwilson@montana.edu
Purchases under \$25,000	Bonita	994-4378	bjans@montana.edu
Accounts Payable (what we owe others)	Bonita	994-4378	bjans@montana.edu
Purchasing Card Program:			
ResNet, Cat Card, FGHO, Conf Serv. & All Food Services	Janet	994-4781	jkraft@montana.edu
Sports Fac., Bobcat Ticketing, Res Life & Aux. Services Admin.	Deb	994-1567	deborah.gee@montana.edu
Supplies & First Aid Ordering	Janet	994-4781	jkraft@montana.edu
Payroll :			
Recruitment, Classification, Unions, Professional positions	Becky	994-6093	bmcmillan@montana.edu
Classified, Temp Hr., Student, Kronos and all other payroll aspects	Kerri	994-6468	auxiliarypayroll@montana.edu
Archive Records	Deb	994-1567	deborah.gee@montana.edu
Auxiliary Services Policy / Procedures Website	Becky	994-6093	bmcmillan@montana.edu
Runner	Deb	994-1567	deborah.gee@montana.edu
Travel	Deb	994-1567	deborah.gee@montana.edu
			<i>Updated: August 12, 2009</i>