

BOC-Davis Staff Contact List 04/2019

Function	Primary	Backup
Business Agreements	Jeri	Marcie*
Independent contractors agreements & payments	Jeri	Marcie*
Requisitions over \$5K	Jeri	Marcie*
Payment requests PRs >\$5K	Jeri	Marcie
Payment request line item receiving	Jeri	Marcie
Requisitions under \$5K	Marcie	Jeri
Payment requests for PRs <\$5K	Marcie	Jeri
Disbursement vouchers	Marcie	Jeri
- telecoms payments		
- honoraria		
- employee reimbursements		
- fellowships/Scholarships		
Sponsorships under \$5K	Marcie	Jeri
Sponsorships over \$5K	Jeri	Marcie
New vendors	Jeri	
	Marcie	
Credit memo	Jeri	
	Marcie	
AggieTravel/Entertainment	Marcie - lead	
	Jeri - second	
Academic relocations	Emily	Janene
AggieTravel Dept approval tool	Will	
	Veronica	
Purchasing card purchases	Marcie	Jeri
Purchasing card reviewer	Jeri	
	Emily	
	Janene	
Corporate T&E card	Jeri	Marcie
- venue deposits, interim and final payments		
- conference/entertainment deposits and final paymen		
- FastTrack payments		
Capital Projects	Jeri	
	Janene	
Aggie Buy	Marcie	Jeri
BOC office supplies	Marcie	Jeri
Communications ATR	Marcie	Janene
Equipment custodian/inventory	Marcie	Janene
Filing/ file maintenance	Individual Responsibility	
Cash handling	Marcie	Janene
Advance Deposit	Will	Janene
Advance Deposit	Veronica	
Gift UDEV form	Will	Janene
Gift UDEV form	Veronica	
Checks/cash deposits	Marcie	Janene
NPA authority	Jeri	
NPA authority	Marcie	
NPA authority	Janene	
Expense transfers/Internal billing	Jeri	Janene
Payroll	Will	Anne Marie
Payroll	Veronica	Anne Marie
Retroactive payroll adjustments (EDLR)	Will	Anne Marie
Retroactive payroll adjustments (EDLR)	Veronica	Anne Marie
Payroll Review	Anne Marie	Janene
EDLR review	Anne Marie	Janene
Payroll transfers (SET)	Emily	
Payroll transfers (SET)	Janene	
Ledger Reviewew	Fiscal Close	

* with backup from Janene