

ACCOUNTING & PURCHASING SERVICES RESPONSIBILITY LIST

Miko Brown – x4716

Avis Central Billing
Club Bills
 Headliners Club
 UT Club
Deposits
Employee Out-of-Pocket Reimbursements
Entertainment & Catering Expenses
VP7, VP9 & VPH Reconciliation

Marili Cavazos – x3721

AT&T Consolidated Bill
AT&T Teleconferencing
Define Reports
Insurance Contract Payments
OFR Payments to:
 AT&T Business Services
 MCI Business Services
 Verizon
Review and Approval:
 Bottled Water (Deer Park, Ozarka, Sparkletts)
 Contract payments for rent & related expenses
 (i.e., IPSI OFPC, OFR, ORM)
 Court Fees
 EShipGlobal
 UTTCC APS payments for technical review
Share Review & Approval of VP7s & VP9s
Special Projects (i.e. Phase II)

Cindy Dominey – x4571

Account Reconciliations for Operations & Support
 Services' departments
Aramark Uniform Services
Assist with Centrally Billed Airfare
Assist with Travel Voucher Review
Centrally Billed Car Washes
Centrally Billed Vehicle Fuel (Police)
Deposit Log Reconciliation
EAC/FAC/SAC Expenses
Hotel Direct Bills (non contract)
JAMP VP3s
Monthly Parking for Health Affairs Ofc
National Student Clearinghouse
Payments to UT Institutions
Texas Disposal Systems
Tx DOT - Motor Vehicle Inquiries
Tx DPS - Criminal Background Checks
Texas State Library
Various & miscellaneous invoices

Becky Franklin - x4579

Account Research & Support
*DEFINE Reports
*DEFINE Authority
Delegated Signature Authority
Electronic Office Management Support
General Supervision, Review & Approval of Daily
 Production in APS
Inventory Administration
Review PO Payments for Object Codes
Timesheet Approval
Training

Rita George – x4349

APS Calendar
Contract List/Files Maintenance
Electronic Timesheet Processing
Fleet Management
Meeting Preparation
Office Depot Contact
Parking Deductions, Refunds, & IDTs
Payments for Alzheimer's Council
Payments on APS Forms
Payroll
Procard Contact
Records Retention
Scheduling
SOS Requests for APS
Training Material Development Support
UTTCC APS payments for technical review

Kyle Hayes - x3745

HUB Program Support – Forums, etc.
Procurement
 All Systems Purchase Orders
 Handle P.O./Invoice recon problems
 POINT PLUS Training and Support
 RFP Posting and Support
Service Contract Support

Jennifer Hosey – x4219

FedEx/Kinko's
FileNet Access & Support
Mail & Scanning Back-up for Sally
Mainframe Logon IDs & Maintenance
Memberships
Newspaper/Magazine/Online Advertisements
Notary Public Payments
Parking Organization & Administration
Payments of Purchase Orders (VP1s)
Payments for Small \$ Purchases
Prepare P.O.s/Invoices for payment
Procard holder in support of all departments
Publications
Subscriptions (Paper & Electronic)
Time Warner Cable Payments
TMDSAS Refunds

Mary Ann Howard – x4572

Assist with Centrally Billed Airfare
Deposit support (w/Becky Mendez)
Inventory:
 Authority To Remove from Premises
 Reconciliation
 Reports
 Scanning
 Tagging
 Transfers
Mainframe IDs & Maintenance Support
Phone Coverage

Rebecca Mendez – x4570

Centrally Billed Airfare
Electronic Travel Voucher Training
VP5-Travel Voucher Review & Approval
VP2-IPSI Monthly Mileage Review & Approval
Inventory Support
Payroll Assistance as Needed
Office Depot Purchases for APS

Jennifer Murphy – x4366

Assisting the AVC & VC for Administration
 with Special Projects
Audit Coordination – External & Internal
Communicate with vendors not selected for an RFP
Coordinate & work with the APS Customer Advisory
 Group
Develop & Coordinate Training
Develop Policies and Procedures
Electronic Office Management
Fleet Management
Oversight & Management of APS' operation
HUB Program Support – Forums, etc.
Preparation of Required Reports to Outside Agencies
Procurement
Review & Approval of POs, VP1s, & Contract Payments
Property Manager for System Administration

Kerie Nausha – x4596

Aramark Food Services (OFR)
Bottled Water (Deer Park, Ozarka, Sparkletts)
Centrally Billed Car Rentals
 Enterprise
Contract Payments for rent & related expenses
 (i.e. IPSI, OFPC, OFR, ORM)
Contract Payments (except Insurance)
E-Ship Global Reconciliation
Express Mail (DHL, FedEx, UPS)
OEB Claims Processing VP3s
OGC Claims & Bankruptcy
 Court Fees
 Petty Cash Reimbursements
 Professional Civil Process Billings
System Airplane Bills
Telephone Bills (except AT&T Teleconferencing
 and AT&T Consolidated Bill)
UFCU Mastercard

Sally Rankin – x4569

Accent Food Services
Access Tracking Input
Deposit Log Intake
FileNet Imaging
Front Desk Responsibilities
General IDTs
 Corrections
 Monthly Billings
 Parking Validations
 Postage & Supply Billing
 Telephone Expense Billing
 Payments between UT System departments
 Payments between UT System & UT Austin
 Shared Cost Billings
 Verisign Certificates
 Flight Service Reimbursements
Handle WTO Vouchers
Kitchen Inventory Maintenance
Mail Distribution
Mainframe IDs & Maintenance
OFR Payments to Pitney Bowes
 Meter Rental & Maintenance
 Postage
Postage for IKON Managed Meter
Standard Parking
Utility Bills