Words from the Comptroller:

The Business Office will be sending out a monthly newsletter with any upcoming events or information. We always strive to deliver timely and accurate information. I have listed below our contact information and duties. Please call or email us with any questions or concerns you may have.

We are proud to announce a payment plan that will be available for Spring Semester for all students. Please be on the lookout for more information to come.

**ALL monthly payroll changes for November must be processed by Nov 16!**

**News from Debbie McComas Payroll Manager:** As part of the USG “GO GREEN” initiative, we can now elect to receive an electronic copy only of our Annual W2 Statement. Why should we elect? Natural Resources are saved by not printing and mailing W2 forms, paperless W2 processing will generate significant cost savings for the entire system, our sensitive personal information will not be sent through the mail, we will be able to access the W-2 a few days faster because we will not have to wait for it to be delivered, etc. PLEASE review your addresses and personal information in preparation for year end.

**News concerning Travel:** Brian Collins and Marquita Hutto with Enterprise Car Rental will be conducting Training Classes on Nov 6th. Sessions have been coordinated for the morning and afternoon offering different times for that day. Brian and Marquita will be showing a presentation and offering handouts. I strongly encourage anyone who rents a vehicle or may rent a vehicle in the future to attend. You are not required to sign up prior to the sessions.

**Procurement Update:** ABAC has an Agency Contract set up for ordering Business Cards, Letterhead, and Envelopes. If you are not set up to order online at https://marcomcentral.app.hti.com/morebizz/printing_and_more/login.aspx?uigroup_id=5020&company_id=9248, please call 770/565/7772 and get setup. Please do not order these items from any other vendor.

Southern Computer Warehouse is no longer a Mandatory contract and has been changed to a convenience contract per DOAS.

**IN THIS ISSUE**

- PAYROLL DATES
- NELNET
- ENTERPRISE
- PCARD
- STATIONARY
- CONTRACT
- W-2 INFO

**UPCOMING DATES**

**Enterprise Presentation**
November 6, 2012
Student Center Courtroom
Classes at 10:00 and 11:00
Nursing Room 114
Classes at 1:00 and 2:00

**P Card Log/Statement Due:** November 5

**Biweekly Payroll**
November 2, 16, and 30
December 14 and 28

**Staff and Faculty Monthly Payroll**
November 30
December 21

**Budget Reports**
November 1 and 15

**Business Office Directory**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone #</th>
<th>Email</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deidra Jackson</td>
<td>Comptroller</td>
<td>4921</td>
<td>deidrajackson</td>
<td>Joint Staffing and General Accounting</td>
</tr>
<tr>
<td>Donna King</td>
<td>Budget Analyst</td>
<td>4872</td>
<td>donnaking</td>
<td>Budget and New Positions</td>
</tr>
<tr>
<td>Diane Owens</td>
<td>Senior Accountant</td>
<td>4867</td>
<td>dowens</td>
<td>General Accounting Questions and Account Corrections</td>
</tr>
<tr>
<td>Joy Lott</td>
<td>AP Manager</td>
<td>4869</td>
<td>jlott</td>
<td>Payment and Travel Processing</td>
</tr>
<tr>
<td>Teri Mathis</td>
<td>Procurement Officer</td>
<td>5047</td>
<td>terimathis</td>
<td>PO Purchases, P Card, and Capital Assets</td>
</tr>
<tr>
<td>Robbie Hawsey</td>
<td>Procurement Officer</td>
<td>5044</td>
<td>rhawsey</td>
<td>PO Purchases, Facilities Reporting and Bids</td>
</tr>
<tr>
<td>Debbie McComas</td>
<td>Payroll Manager</td>
<td>4868</td>
<td>dmccomas</td>
<td>Payroll</td>
</tr>
<tr>
<td>Ann Olphie</td>
<td>Grants Accountant</td>
<td>4923</td>
<td>aolphie</td>
<td>All Grant Activity</td>
</tr>
<tr>
<td>Gay Ann Hodge</td>
<td>Cashier</td>
<td>4999</td>
<td>ghodge</td>
<td>Cashiering and Petty Cash</td>
</tr>
</tbody>
</table>