

DEPARTMENT OF FINANCIAL OPERATION
OFFICE OF DISBURSEMENTS

Office Hours: Mon-Fri, 8:30 AM – 5:15 PM
Window Hours: Mon-Fri, 9:00 AM – 5:00 PM
(404) 651-3340

Who to contact?

Department Manager (requests for check pick-up/hold must be granted in writing (email) and Approved in advance by manager)	Jean Pearson	1-3338
Banking Coordination	Immanuel Chandler	1-3381
Bank Wires	Rose Jones	1-3371
Travel Expense Statements	Trennye Blackburn	1-3343
Pre-Paid Lodging, etc.	* Jimmie Swanson	1-3369
*Registrations		
Consultant Payments	Alvena Jefferson	1-3344
*Express Vouchers (for expenses In the 75_ _ _ _ range)	*Jan Baker Harris	1-3366
Misc. Payments (for general expenses in the 7_ _ _ _ _ range, (excluding 75 _ _ _ _)).	Karima Alexander	1-3370
Utility Payments	Bobb Johns	1-3368
Voucher Deletion		
Purchase Orders	Rose Jones	1-3371
(Rents, Leases, Equipment Furniture, etc.)	Kerry-Gaye Rainford	1-3466
Quality Control & Check Distribution	Immanuel Chandler	1-3381
	Martiea Lowe McClinic	1-2323
Foreign National Tax Issues	Ivan Ivanov	1-2184

(TO REQUEST A **STOP PAYMENT OR A STOP PAYMENT/REISSUE**, PLEASE CONTACT
BECKY POLING, CASH MANAGER, ACCOUNTING SERVICES, at 1-3359)