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
Jean Pearson 1-3338
(requests for check pick-up/hold
must be granted in writing (email) and
Approved in advance by manager)

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
*Jan Baker Harris 1-3366
In the 75_ _ _ _ range)

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
Kerry-Gaye Rainford 1-3466
Furniture, etc.)

Quality Control &
Immanuel Chandler 1-3381
Check Distribution
Martiea Lowe McClinic 1-2323

Foreign National Tax Issues
Ivan Ivanov 1-2184

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

Updated 01-10-07