

| <b>The Following individuals are available to answer questions on the identified topics</b> |                                                          |                     |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------|
|                                                                                             |                                                          |                     |
| <b>Description</b>                                                                          | <b>Name</b>                                              | <b>Phone number</b> |
| Budget Journal Entries                                                                      | Arlana Martin<br>Budget@tamuc.edu                        | 903-886-5041        |
| Vouchers                                                                                    | Sonja Cole<br>APHelp@tamuc.edu                           | 903-886.5253        |
| Requisitions                                                                                | Jessica Gossett<br>Mane.Market@tamuc.edu                 | 903-886-5220        |
| Travel Vouchers                                                                             | Kevin Ashmore<br>Travel@tamuc.edu                        | 903-886-5227        |
| PO Encumbrances                                                                             | Ginger Bostick<br>APHelp@tamuc.edu                       | 903-886-5048        |
| Travel Encumbrances                                                                         | Kevin Ashmore<br>Travel@tamuc.edu                        | 903-886-5227        |
| Other Encumbrances                                                                          | Logan Taylor<br>Accounting@tamuc.edu                     | 903-886-5190        |
| Cash Receipts                                                                               | Rose Moreno<br>Accounting@tamuc.edu                      | 903-886-5042        |
| IDT Transactions (TC061)                                                                    | Toni Burton<br>Accounting@tamuc.edu                      | 903-886-5043        |
| Reconciliations Process                                                                     | Denise Calixto<br>Accounting@tamuc.edu                   | 903-468-3157        |
| ProCard                                                                                     | <a href="mailto:ProCard@tamuc.edu">ProCard@tamuc.edu</a> | 903-468-3000        |
| Travel Card                                                                                 | Kevin Ashmore<br>Travel@tamuc.edu                        | 903-886-5227        |