

Finance/Controller Quick Reference Guide

Accounts Payable/W9s/Check Status	David Redinger x6782
Alcohol Permit	Brenda Soto x6265
Associate Controller	Lori Cowan x6161
Budget	Adrienne Bryce x6854
Capital Equipment Request	Adrienne Bryce x6854
Cash Advance Processing	Karen Tassej x6174
Cashier – Departmental Payments	Monica Peeler x6698
Cashier – Student Payments	Monica Peeler x6698
Concur	David Redinger x6782
Contracts – Legal Review	Tricia Ayala X6693 for Robert Moore’s Signature
Equipment (located in your department)	Dottie Rue x6320
Equipment Disposal	Dottie Rue x6320 and Mike Starr x6073
Endowments	Dottie Rue x6320
Faculty Grants	Catherine Tobin x7844
Banner (SSB) Training	Susan Brickell x6057
Field Trips	David Redinger x6782
Insurance Certificate	Tricia Ayala x6693
International Visitors and/or Payments	Catherine Tobin x7844
Investments	Dottie Rue x6320
Journal Entries	Susan Brickell x6057
Lunch Club	Bon Appetit x6631

Mileage	Finance Website David Redinger x6782
New Fund or Organization https://www.coloradocollege.edu/offices/finance/Documents/forms-update-may-2018/New%20FundOrganization%20Request%20Form.pdf	Karen Tassej x6174
Payroll and Web Time Entry	Heather Stapish x6420 Lori Jordal X6221
P-Card	Anne Corley x6695
Petty Cash	David Redinger x6782
Purchase Orders	Anne Corley x6695
Rental Car Discounts	Bob Winkelblech x6175
Requisition Processing	David Redinger x6782
Student Account Questions	Amy Ingalsbe x6697 Monica Peeler x6698
Student Clubs	Susan Brickell x6057
Tax & Compliance	Cather Tobin x7844
Website for Finance and Administration	https://www.coloradocollege.edu/offices/finance/
Wire Transfers	Karen Tassej x6174
Year End and Monthly Closings	Lori Cowan x6161 Karen Tassej x6174