

DOCUMENT REFERENCE CONTACT LIST

Listed below are document reference numbers which may appear on your transaction detail report under "Document Number." These references refer to accounting documents processed by Accounting Services, or to documents processed by other departments using sub-systems which are not directly related to Banner Finance. Sub-system and recharge documentation is not retained by Accounting Services.

For detailed information regarding these transactions, please contact the person referenced on the following list.

Document Reference (begins with)	Department	Type of Entry	Contact	Phone Ext.	Mail Stop
A	WWU Foundation	Accounting Transaction	Whitney Kiewit	7223	9034
ACG	Accounting Services	Accounting Transaction	Diane Fuller	4002	1440
ADM	Enterprise App Services	Recharge	Meredith Jarvis	3360	1480
ATS	Academic Tech User Srvs	Recharge	Sheri Thompson-Alvarez	3142	9094
B	Planning and Budget	Budget Transaction	Carrie Thurman	3029	9044
BJV	Planning and Budget	Budget Transaction	Carrie Thurman	3029	9044
BKS	Bookstore	Recharge	Martha Bartlett	7423	9104
BT	Budget Millennium	Budget Transaction	Carrie Thurman	3029	9044
CAP	Capital Budget	Budget Transaction	Teyra Carter	7700	9122
CMG	Treasury Services	Accounting Transaction	Becky Kellow	3720	9004
COP	Copy Duplicating	Recharge	Pamela Melton	7315	9127
CSS	Copier Support Services	Recharge	Pamela Melton	7315	9127
E	Accounting Services	Encumbrance	Diane Fuller	4002	1440
EIS	Equipment Inventory	Accounting Transaction	Diane Hack	3040	1440
ESP	Ext Ed and Summer Prog	Accounting Transaction	Molly Vogel	6745	9102
F	Payroll	Accounting Transaction	Sarah Crawford	6106	9054
FDS	WWU Foundation	Accounting Transaction	Mike Valente	3517	9034
FPA	Fine and Performing Arts	Recharge	Fred Ramage	7711	9109
FM	Facilities Management (AiM)	Recharge	Nancy McLaughlin	7502	9121
HSG	University Res Facilities	Recharge	Anja Engledow	6835	9195
I	Accounts Payable A-L	Accounting Transaction	Chris Remick	6477	1440
I	Accounts Payable M-Z	Accounting Transaction	Gretchen Kulpa	3492	1440
J	Accounting Services	Accounting Transaction	Diane Fuller	4002	1440
JCP	Capital Budget	Job Cost Process	Teyra Carter	7700	9122
K	Accts Rec/Student Accts	Accounting Transaction	Diane Fuller	4002	1440
K	Cash Receipts*	Accounting Transaction	Becky Kellow	4530	9004
K	Grants Receivables	Accounting Transaction	Keith Lyon	2924	9038
LKS	Lock Shop	Recharge	Kevin Conforti	3687	9130
MLT	Academic Tech User Srvs	Recharge	Pamela Melton	7315	9127
MOV	Transport Services	Recharge	Daryl Larkin	3546	9116
OMS	Computer Maintenance	Recharge	Colleen Van Pelt	3959	9059
PCD	Purchasing Card	Recharge	Debbi Baughn	3568	1440
PHY	Physical Plant (FAMIS)	Recharge	Nancy McLaughlin	7502	9121
RSP	Research & Spons Prgms	Accounting Transaction	Theresa Barnhart	2220	9038
SBO	Student Business Off-PRK	Recharge	Suzy Merrick	4531	9004
SFS	Student Accounts	Accounting Transaction	Diane Fuller	4002	1440
SPU	Student Publications	Recharge	Megan McGinnis	3171	9163
SWS	Software Licenses	Recharge	Nancy Larson	7388	9097
TEL	Telecommunications	Recharge	Valerie Klein	3344	1450
UBX	Box Office	Recharge	Jessie Phillips	6103	9109
VUU	Assoc Students/VU	Recharge	Raquel Wilson	5200	9106
Z	Student Business Office	Accounting Transaction	Suzy Merrick	4531	9004

* Document beginning with a K that has a receipt number in the document reference number field. Non-cashier items do not have document reference numbers.

For questions on whom to call or help with Finance Reports, contact Diane Fuller at x4002.