

# CONTROLLER'S OFFICE

## ACCOUNTS PAYABLE LETTER DISTRIBUTION

Revised on March 13, 2008, by Douglas Short

Staff Member	Extension	Letter Distribution	Other
<b>Bettye Brown,</b> Supervisor Index Alternate	<b>2728</b>	<b>K, L, S</b>	
<b>Julie Blaylock</b>  Index Monday	<b>2735</b>	<b>B, G, N, T</b>	
<b>Pam Deloach</b>  Index Tuesday	<b>2724</b>	<b>R, W</b>	Encumbrances All Contracts Quality Control
<b>Sarah Mitchell</b>  Index Friday	<b>2723</b>	<b>A, H, O X, Y, Z</b>	
<b>April Grayson</b>  Index Thursday	<b>2721</b>	<b>E, I, M, P, Q, U, V</b>	Record Direct Pays Mail Distribution
<b>Heather Strange</b> Supervisor Index Wednesday	<b>2726</b>	<b>C, D, F, J</b>	ACH Vendor Adds Payroll entries Vendor Updates
<b>Doug Short</b>	<b>1093</b>		

### TRAVEL DISTRIBUTION

<b>Angela Lee</b>	<b>2950</b>		<b>Travel Advances, International Travel State Accounts Travel Check Deposits Avis Reconciliations Airline P-Card Reconciliations</b>
<b>All AP Reps</b>	<b>Various</b>		<b>Regular Travel Reimbursements</b>