**SAMPLE “WHO TO CALL” LIST**

**Accounting**

Journal entries – John Smith, ext 2001, jsmith@city.gov

Grant accounting and reimbursement requests – John Smith, ext 2001, jsmith@city.gov

Financial reports – John Smith, ext 2001, jsmith@city.gov

Void or reissue check – John Smith, ext 2001, jsmith@city.gov

Wire transfer – John Smith, ext 2001, jsmith@city.gov

Incoming cash and checks – John Smith, ext 2001, jsmith@city.gov

**Accounts Payable**

Vendor payments – John Smith, ext 2001, jsmith@city.gov

Purchasing cards – John Smith, ext 2001, jsmith@city.gov

Travel and Business meal procedures – John Smith, ext 2001, jsmith@city.gov

Reimbursements (travel and non-travel) – John Smith, ext 2001, jsmith@city.gov

Vendor application forms – John Smith, ext 2001, jsmith@city.gov

Sales tax exemption form – John Smith, ext 2001, jsmith@city.gov

**Finance**

Budget preparation – John Smith, ext 2001, jsmith@city.gov

Budget variances – John Smith, ext 2001, jsmith@city.gov

**Payroll**

Paychecks – John Smith, ext 2001, jsmith@city.gov

Time reports – John Smith, ext 2001, jsmith@city.gov

Vacation and sick leave – John Smith, ext 2001, jsmith@city.gov

Direct deposit – John Smith, ext 2001, jsmith@city.gov

Payroll calendar – John Smith, ext 2001, jsmith@city.gov

Tax forms – John Smith, ext 2001, jsmith@city.gov

Withholding and deductions – John Smith, ext 2001, jsmith@city.gov

**Purchasing**

Bids and proposals – John Smith, ext 2001, jsmith@city.gov

Contract purchases – John Smith, ext 2001, jsmith@city.gov

Certificates of insurance – John Smith, ext 2001, jsmith@city.gov

Disposal and recycling of assets – John Smith, ext 2001, jsmith@city.gov

Local vendor preference program – John Smith, ext 2001, jsmith@city.gov

**Information Technology**

Phones – John Smith, ext 2001, jsmith@city.gov

Computers and printers – John Smith, ext 2001, jsmith@city.gov

Computer training – John Smith, ext 2001, jsmith@city.gov

eMail – John Smith, ext 2001, jsmith@city.gov