**SAMPLE “WHO TO CALL” LIST**

**Accounting**

Journal entries – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Grant accounting and reimbursement requests – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Financial reports – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Void or reissue check – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Wire transfer – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Incoming cash and checks – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

**Accounts Payable**

Vendor payments – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Purchasing cards – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Travel and Business meal procedures – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

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

Vendor application forms – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Sales tax exemption form – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

**Finance**

Budget preparation – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Budget variances – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

**Payroll**

Paychecks – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Time reports – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Vacation and sick leave – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Direct deposit – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Payroll calendar – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Tax forms – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Withholding and deductions – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

**Purchasing**

Bids and proposals – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Contract purchases – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Certificates of insurance – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Disposal and recycling of assets – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Local vendor preference program – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

**Information Technology**

Phones – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Computers and printers – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

Computer training – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)

eMail – John Smith, ext 2001, [jsmith@city.gov](mailto:jsmith@city.gov)