**Contact List for**

**Finance Department and**

**Student Account Services**

For all ***Student Account Services*** inquiries, call 417-447-4827 or email [cashhelp@otc.edu](mailto:cashhelp@otc.edu)

**Jan Schreiber – ext. 4842**

* Advance Travel Requests (ATR) flight authorizations
* Car Rentals
* Flowers for Employees (death, birth, illness)
* General Inquires; [finance@otc.edu](mailto:finance@otc.edu)
* New Vendor Credit Applications
* Sales Tax Exempt Letter

**Chris Guthrie – ext. 4829**

* Accounts Payable (Check Requests)

**Teri Summerfield – ext. 4834**

* P-Card Oversight and Training
* Purchase Requests
* Service Requisitions

**Chris Cannell – ext. 3502**

* Employee Reimbursements
* Fund 69 Accounts, i.e. Student Organization Accounts

**Brad Vass – ext. 6643**

* Bookstore – general finance inquiries
* Café’ – general finance inquiries
* Grant Oversight; including travel, check requests, purchase requests
* CWD

**Kim Thomas – ext. 6671**

* Grant Budgets

**Virgie Greer – ext. 6602**

* Fixed Assets