**Contact List**

**Finance Department & Student Account Services**

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

**Jan Schreiber, Administrative Assistant for Finance – ext. 4842**

* General Inquires; [finance@otc.edu](mailto:finance@otc.edu)
* Flowers for Employees (death, birth, illness)
* New Vendor Credit Applications
* Sales Tax Exempt Letter

**Chris Cannell, Assistant College Director for Finance – ext. 3502**

* Fund 69 Accounts, i.e., Student Organization Accounts
* Chrome River
* P-Card Oversight and Training
* Sales & Use Tax Exemption Letter

**Beth Minor, Assistant College Director for Finance – ext. 6628**

* Grant Oversight; includes travel, check requests, purchase requests
* CWD

**Kim Thomas, Senior Accountant – ext. 6671**

* Grant Budgets & Financial Reporting

**Ning Graham, Grant Accountant – ext. 7785**

* RootEd Missouri Grant
* Skill Up Grant

**Ashley Bartholomaus, Senior Accountant – ext. 4848**

* Bookstore – general finance inquiries
* Café’ – general finance inquiries
* Synoptix – Budget to actual reporting for departments
* Foundation

**Darin Wallace, Senior Accountant – ext. 4834**

* Check Request Approval; including check request DocuSign inquiries
* Employee Expense Reimbursement (paper form & Chrome River)
* Journal Entries
* Budget Code Inquiries

**Ben Fuller, Staff Accountant – ext. 2682**

* Vendor Management Process (new vendors & vendor updates)

**Abby Braden, Staff Accountant – ext. 4829**

* Vendor Management Process (new vendors & vendor updates)

**Sarah Burks, Accounts Payable Specialist – ext. 3519**

* Accounts Payable (Check Requests)
* P-card Transaction Envelopes – review

**Logan Freres, Accounting Specialist – ext. 4838**

* Fixed Assets