

# FINANCE

## NOT SURE WHO TO CALL?

### Accounts Payable

**Jen Klapp:**  
Email: [ijklapp@georgefox.edu](mailto:ijklapp@georgefox.edu)  
Phone: 503-554-2170

**Belinda Creighton:**  
Email: [bcreighton@georgefox.edu](mailto:bcreighton@georgefox.edu)  
Phone: 503-554-2163

**Michelle Conrad:**  
Email: [mconrad@georgefox.edu](mailto:mconrad@georgefox.edu)  
Phone: 503-554-2160

Accounts Payable  
Check Request Review  
Direct Deposit for Expense Reimbursement  
Error Corrections  
Recurring Payments  
Vendor Maintenance  
1099/W-9 Information

Accounts Payable Vendors: A – L  
Petty Cash  
Staples Invoices

Accounts Payable Vendors: M – Z  
Student Refund Check Processing

### Accounts Receivable

**Heather Groenlund:**  
Email: [hgroenlund@georgefox.edu](mailto:hgroenlund@georgefox.edu)  
Phone: 503-554-2173

Deposit Questions

### Purchasing

**Matt Hammar:**  
Email: [mhammar@georgefox.edu](mailto:mhammar@georgefox.edu)  
Phone: 503-554-2162

Contract Review  
Expense Reimbursement Requests Review  
PO's / Requisitions  
Purchasing Policies  
Vendor/Contractor Insurance  
Visa Policy & Account Set-Up

**Kathi Becker:**  
Email: [kbecker@georgefox.edu](mailto:kbecker@georgefox.edu)  
Phone: 503-554-2166

Egencia & Travel Requests  
Furniture Requests  
Office Depot/Staple Orders  
University Insurance  
Visa Reconciliations

### General Ledger

**Bruce Owen:**  
Email: [bowen@georgefox.edu](mailto:bowen@georgefox.edu)  
Phone: 503-554-2169

ASC Finance Liaison  
Grant Accounting  
IDC's  
Investment Accounting

**Debbie Cash:**  
Email: [dcash@georgefox.edu](mailto:dcash@georgefox.edu)  
Phone: 503-554-2171

Coding Questions  
Financial Statement Questions  
Journal Entries / Account Adjustments

**Lenore Stewart:**  
Email: [lstewart@georgefox.edu](mailto:lstewart@georgefox.edu)  
Phone: 503-554-2164

Bank Reconciliations  
IDC's (Inter-Departmental Charges)  
Journal Entries

### Budget

**Melodee Powers:**  
Email: [mpowers@georgefox.edu](mailto:mpowers@georgefox.edu)  
Phone: 503-554-2175

Budget Questions  
Chart of Accounts Maintenance  
Reporting Permissions / Issues / Requests

### Portland Center

**Darla Norgren:**  
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Phone: 503-554-6164

Portland Center Operations