

FINANCE

NOT SURE WHO TO CALL?

Accounts Payable

Jen Klapp:
Email: ijklapp@georgefox.edu
Phone: 503-554-2170

Accounts Payable
Check Request Review
Direct Deposit for Expense Reimbursement

Belinda Creighton:
Email: bcreighton@georgefox.edu
Phone: 503-554-2163

Recurring Payments
Vendor Maintenance
1099/W-9 Information

Michelle Conrad:
Email: mconrad@georgefox.edu
Phone: 503-554-2160

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
Phone: 503-554-2173

Deposit Questions

General Ledger

Bruce Owen:
Email: bowen@georgefox.edu
Phone: 503-554-2169

ASC Finance Liaison
Grant Accounting
IDC's
Investment Accounting

Debbie Cash:
Email: dcash@georgefox.edu
Phone: 503-554-2171

Coding Questions
Financial Statement Questions
Journal Entries / Account Adjustments

Lenore Stewart:
Email: lstewart@georgefox.edu
Phone: 503-554-2164

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

Budget

Melodee Powers:
Email: mpowers@georgefox.edu
Phone: 503-554-2175

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

Portland Center

Darla Norgren:
Email: dnorgren@georgefox.edu
Phone: 503-554-6164

Portland Center Operations