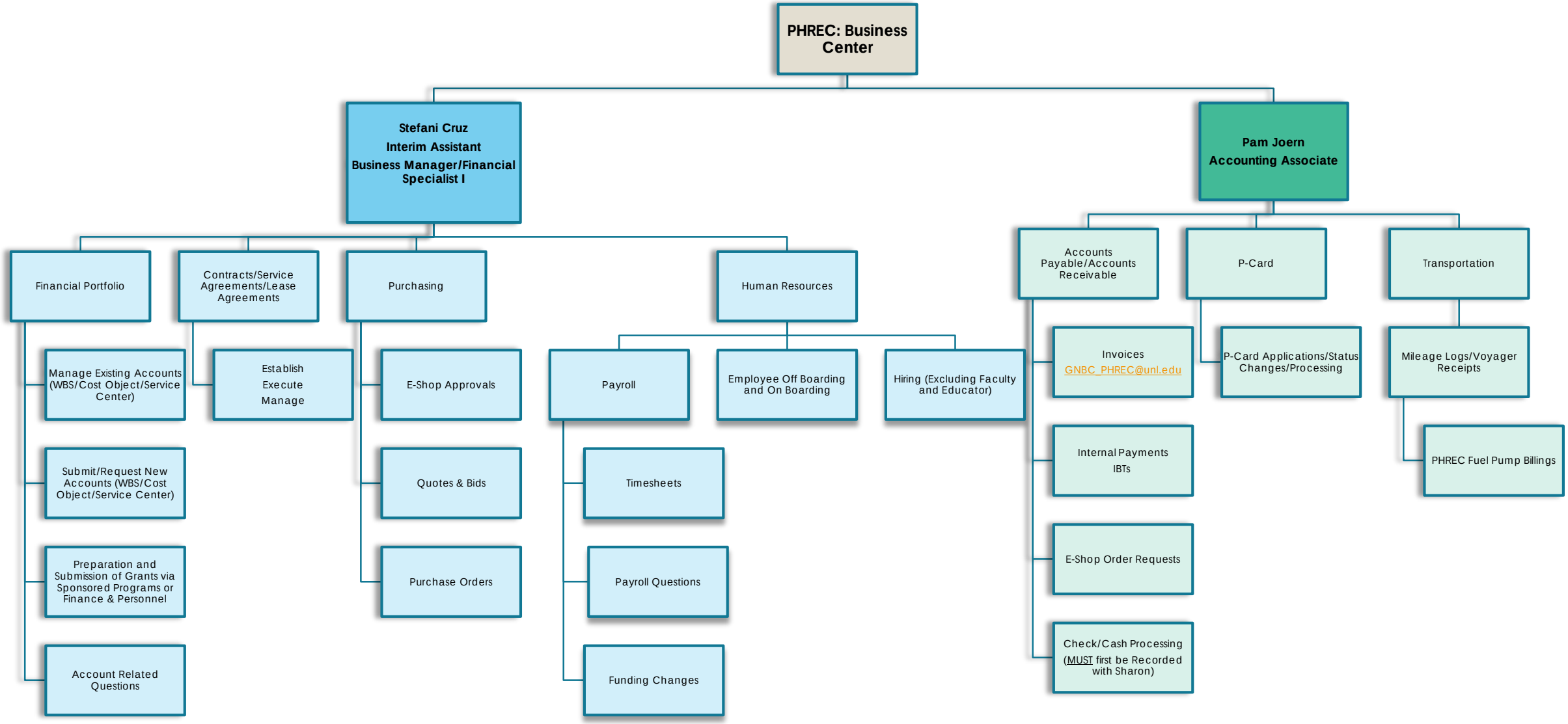
PHREC: Business Center
Stefani Cruz
Interim Assistant
Business Manager/Financial Specialist I
Pam Joern
Accounting Associate
Financial Portfolio
Manage Existing Accounts (WBS/Cost Object/Service Center)
Submit/Request New Accounts (WBS/Cost Object/Service Center)
Preparation and Submission of Grants via Sponsored Programs or Finance & Personnel
Account Related Questions
Contracts/Service Agreements/Lease Agreements
Establish
Execute
Manage
Purchasing
E-Shop Approvals
Quotes & Bids
Purchase Orders
Human Resources
Payroll
Timesheets
Payroll Questions
Funding Changes
Employee Off Boarding and On Boarding
Hiring (Excluding Faculty and Educator)
Accounts Payable/Accounts Receivable
Invoices
GNBC_PHREC@unl.edu
Internal Payments
IBTs
E-Shop Order Requests
Check/Cash Processing
(MUST first be Recorded with Sharon)
P-Card
P-Card Applications/Status Changes/Processing
Transportation
Mileage Logs/Voyager Receipts
PHREC Fuel Pump Billings