CONTACT INFORMATION– PHONE AND EMAIL CONTACTS

**Actual Expenses** – For questions related to transfers of actual expenses, contact the PeopleSoft Team at x4-5599, option 2 or psteam@towson.edu.

**AP Payments and Payroll** – For questions related to Invoices, Vendor Payments, or Payroll, contact the Financial Services Help Line at x4-5599, option 1 or finservehelp@towson.edu.

**Budget Allocations** – For questions related to budget allocations or transfers of allocations, contact The University Budget Office at x4-2182 or ubo@towson.edu.

**Budget Grants setup** – For questions related to budget allocations or transfers related to Grants, contact the Office of Sponsored Programs & Research at x4-2236 or ospr@towson.edu.

**Business Travel Services** – For all inquiries relative to travel procedures, requirements, reimbursements, or Petty Cash Disbursements, contact Business Travel Services at x4-5421 or travel@towson.edu.

**Deposit Management System (DMS)** – For questions related to cash deposits, credit card entries, or entering your revenue distribution, contact Comptroller Cathy Mattern at cmattern@towson.edu. For troubleshooting issues with the DMS system, contact Financial Systems Specialist Gina Peach at gpeach@towson.edu.

**Diners Card** – For questions related to applying for a Diners Card, paying for purchases versus strip billing, and for requesting reallocations of transactions, contact Business Travel Services at x4-5421 or travel@towson.edu.

**Journal Entries/Charges/Expenses/Spreadsheet Uploads** – For questions related to expenses or credits that have posted to your department, contact the PeopleSoft Team at x4-5599, option 2 or psteam@towson.edu.

**Journal Entries/Charges/Expenses/Spreadsheet Uploads** – For questions related to expenses or credits that have posted to your grant, contact the Office of Sponsored Programs & Research at x4-2236 or ospr@towson.edu.

**NVision or Budgets Overview Page** – For questions related to nVision reporting or how to use the Budgets Overview page, contact Financial Systems & Technology at x4-5599, option 2 or psteam@towson.edu.

**Open Commitments** – Questions should be directed to the Procurement Department at x4-4453 or Director Jeffery Sutton at jsutton@towson.edu.

**Prior Year Obligations** – Questions should be directed to the Procurement Department at x4-3492 or Sr. Purchasing Agent Bobby Zengel at rzengel@towson.edu.

**Post Award Management questions for NON-SPAR Grants**, contact Office of Sponsored Programs & Research at x4-2236 or ospr@towson.edu.

**Post Award Management questions for SPAR Grants**, contact Christina Morgan at x4-5287 or cmorgan@towson.edu.

**Procurement** – For information related to e-Pro or purchasing through requisitions or purchase orders, direct all questions to the Procurement Department at x4-4453 or Director Jeffery Sutton at jsutton@towson.edu.

**Procurement Card Reallocation System** – For questions related to the ProCard System, contact the PeopleSoft Team at procard@towson.edu.
Student Financial Services – For questions related to on-campus student employment, payment to foreign nationals and NRA questions, contact 410-704-5599, option 1 or finservehelp@towson.edu.

Tiger Travel System – For questions related to the e-Forms and the University’s Tiger Travel System, contact the Business Travel Office at x4-5421 or travel@towson.edu.

Unrelated Business Income Tax (UBIT) questions should be directed to Accountant Brian Fritsche in University Accounting at x4-4048 or bfritsche@towson.edu.

Year-end Accruals & Deferrals questions should be directed to Financial Transaction Supervisor Jessica Loetz at x4-5110 or jloetz@towson.edu.

Year-end Inventory or Expense Accrual questions should be directed to University Accounting staff (Comptroller Cathy Mattern at x4-5563), (Accountant Kim Tremper at x4-2218), or (Financial Transaction Supervisor Jessica Loetz at x4-5110).

Web Contacts

Accounts Payable information, processes, and procedures can be found at: http://www.towson.edu/financialservices/accountspayable/

Business Travel Services can be found on the Financial Services website: http://www.towson.edu/financialservices/travel/

If you are looking for frequently used forms relating to Financial Services or PeopleSoft Financials, visit the Forms page here: http://www.towson.edu/financialservices/forms.html

The Online Chart of Accounts can be found on the Financial Systems & Technology website: http://www.towson.edu/financialsystems/peoplesoft/accounts.html

Payment to Foreign Nationals and NRA Tax information can be found at: http://www.towson.edu/financialservices/nratax/

Payroll information, approval groups, calendars, direct deposit, POSC Sign Up, can be found at: http://www.towson.edu/financialservices/payroll/

For more information on PeopleSoft Financials, visit the Financial Systems & Technology website: http://www.towson.edu/financialsystems/

Perkins Loan information can be found at: https://www.towson.edu/bursar/payment/loans.html

For information on the ProCard Reallocation & Reconciliation System visit the Financial Systems & Technology website: http://www.towson.edu/financialsystems/procard.html

Student Financial Services and On-Campus Student Hiring information can be found at: http://www.towson.edu/financialservices/student/

Tiger Travel Tutorials & Resources can be found on the Financial Services website: http://www.towson.edu/financialservices/travel/tiger.html

University Accounting (Accounting Services, Interagency Transfers, Wire Transfers) information can be found at: http://www.towson.edu/universityaccounting/