

CONTACT INFORMATION– PHONE AND EMAIL CONTACTS

Actual Expenses – For questions related to transfers of actual expenses, contact the Stratus Financials Team at x4-2188 or stratusfinancialsteam@towson.edu.

AP Payments and Payroll – For questions related to Invoices, Vendor Payments, or Payroll, contact the Financial Services Help Line at x4-5599 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 Accountant Brenda Smith at brendasmith@towson.edu. For troubleshooting issues with the DMS system, contact Business Process & Systems Analyst Nikhita Vegesna at nvegesna@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 **cost center**, contact the Stratus Financials Team at x4-2188 or stratusfinancialsteam@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.

Financial Reporting – For questions related to reporting, contact Financial Systems & Technology at x4-2188 or stratusfinancialsteam@towson.edu.

Open Commitments – Questions should be directed to the Procurement Department at x4-2171 or procurement@towson.edu.

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

Post Award Management questions for Business & Public Engagement Grants, contact publicengagementcontracts@towson.edu

Procurement – For information related to purchasing through requisitions or purchase orders, direct all questions to the Procurement Department at x4-2171 or procurement@towson.edu.

Student Financial Services – For questions related to on-campus student employment, payment to foreign nationals and NRA questions, contact 410-704-5599 or finservehelp@towson.edu.

Unrelated Business Income Tax (UBIT) questions should be directed to Accountant Hailu Deressa in University Accounting at x4-5012 or hderessa@towson.edu.

Year-end Accruals & Deferrals questions should be directed to Accountant Brenda Smith at x4-5110 or tuaccruals@towson.edu.

Year-end Inventory or Expense Accrual questions should be directed to Accountant Christina Lashley at x4-3343.

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 Stratus Financials, visit the **Forms** page here: <http://www.towson.edu/financialservices/forms.html>

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

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

For more information on **Stratus 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>

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

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