

ACCOUNTS PAYABLE / TRAVEL SUPPORT GRID BY FUNCTION

	Functional Responsibility	Primary Contact	Secondary Contacts
Accounts Payable Vendor Payments, International, Tax, Checks	Rush/Urgent Payment Requests	Maureen Reid 4-5372	Barbara King 5-5082, Abbie Coker 4-0348
	Vendor invoice payments: Vendor Alphas A through C, T-Z & Subawards	Theresa Wamer 4-5374	Barbara King 5-5082
	Vendor invoice payments: Vendor Alphas H through R and AP Payment Request Form	Sandra Harris. 4-3112	Barbara King 5-5082
	Vendor invoice payments: Vendor Alphas D-G, S and Stipend Recurring	Susan Auguste 5-0937	Barbara King 5-5082
	Lease Recurring Payments	Mark Bean 5-0835	Aparna Mandiga 4-5375
	Honorariums and Construction	Barbara King 5-5082	Sandra Harris 4-3112, Barbara King 5-5082
	Customer Service; Ap.ask; Primary Campus calls	Aparna Mandiga 4-5375	Barbara King 5-5082, Maureen Reid 4-5372
	Customer Service; Ap.ask; Primary Vendor calls	Barbara King 5-5082	Aparna Mandiga 4-5375, Maureen Reid 4-5372
	Payments to International Vendors and Foreign Individuals	Brandon Mitchell 4-0945	Anisa Plowright 5-1400, Maureen Reid 4-5372
	Vendor Credit Holds	Barbara King 5-5082	Maureen Reid 4-5372, Abbie Coker 4-0348
	Check Stop Payments/Reissues, Deposits	Anisa Plowright 5-1400	Brandon Mitchell 4-0945
	Tax issues, Sales tax exemption, 1099 & 1042-s	Brandon Mitchell 4-0945	Anisa Plowright 5-1400, Abbie Coker 4-0348
	Wire Transfer Requests	Brandon Mitchell 4-0945	Anisa Plowright 5-1400
	AP Check Auditor. Courier, Check Pick-Up and Distribution	Yolanda Gay 4-8296	Brandon Mitchell 4-0945, Anisa Plowright 5-1400
	Vendor set up issues	Tammy Green 4-5037	Cindy Taylor 5-1401
ePayments, Gold Prairie Review	Maureen Reid 4-5372	Aparna Mandiga 4-5375, Barbara King 5-5082	

Travel and Expense	Airfare Direct Billing through Travel Incorporated, Concur	Annette Ross 5-0934	Mark Bean 5-0835, Joyce Tant 5-0938
	Travel Policy questions, Travel Agency, Rental Cars, Hotels	Annette Ross 5-0934	Abbie Coker 4-0348, Maureen Reid 4-5372
	Travel Expense Reimbursements	Mark Bean 5-0835, Joyce Tant 5-0938	Annette Ross 5-0934, Maureen Reid 4-5372

Primary Customer Service e-mail

Check stop pays/deposits, tax questions, international issues, wire transfers, cost transfers, copies of cleared checks	apaccounting.ask@business.gatech.edu
Address for submission of invoices via PDF attachment (only invoices, not for customer service questions)	apinvoices@gatech.edu
Accounts Payable payment status, policy/procedure questions, BuzzMart receipts, invoice questions	ap.ask@business.gatech.edu
Travel and Expense, Reimbursement Status, Policy/Procedure Question, Concur, airfare direct billing process	travel.ask@business.gatech.edu