

**BUSINESS OFFICE FUNCTIONAL DIRECTORY****Phone Reference Guide:**

2430 Michele Gianakos, Finance Accounts Payable Associate  
 2432 Faye Hanson, Finance Accounts Receivable Associate  
 2446 Jo Wiedholz, Grant Accounting Associate  
 2568 Rhonda Cerminara, Purchasing Agent  
 2648 Vicki Christensen, Purchasing Agent  
 2756 Dawn Herrmann, Financial Specialist  
 2762 Sue Chase, Finance Associate  
 2770 Mary Ann Ours, Finance Associate  
 2812 Tom Cousino, Associate Vice President, Facilities and Security

2812 Tom Davis, Director of Security  
 2916 Sandy Beck, Finance Accounts Payable Associate  
 3046 Debbie Lewis, Grant Accounting Manager  
 3048 Betty Dulak, Grants Accounting Analyst  
 3074 Chris Ziarko, Director, Accounting  
 3098 Sue Debe, Assistant to Senior VP, Operations / Risk Management Coordinator  
 3106 Jason Nygard, Director, Budgets and Purchasing  
 3164 Sharon Johnson, Controller (Note: johnsonsh@gtc.edu)  
 3228 Bill Whyte, Senior Vice President, Operations

**Unless noted above, all e-mail addresses are last name first initial (e.g., whytew@gtc.edu)**

Accounts Payable		Capital Expense Orders (continued)	
1099 Miscellaneous Forms	2430/2916	P-Card Authorization	2648
Checks Issued on Thursday	2916/2430	Questions/ Policies	2648/2568
(Payroll Questions Contact Payroll Dept.)	2580	Status	2648/2568
Copiers Lease/Purchase of Machines	2430/2916	Checks (Payroll, A/P, Refund/ F/Aid)	2762
Federal Tax I.D. Number	2916/2430	Status: Outstanding/Cashed/Stop Payments/ Replacements	
Honorariums only non-GTD Employees	2916/2430	Contracts and Agreements	3098
Meal Reimbursements for WI & other States	2916/2430	Copiers - Assistance in acquiring/replacing/removing	2430
Mileage Charts between Campuses	2916/2430	Credit Letters	2916/2430/3098
Mileage Rates	2916/2430	DAAB (District Activity Advisory BD)	3106/3164
New Vendor Form	2916/2430/2770	Clubs/Classes	
Sales Tax Filing	2916/2430	Journal Entries between Clubs	2770/2762
Tax Exemption Certificate	2648/2568	Receive all Requests/Keep Log	
Travel Expense Reports	2916/2430	Process Requests for Payments/ and or Journal Entries	
W9 Form	2916/2430/2770	Debt Issues	3228/3098
Assistance/Support for Vice President, Operations/ Risk Management Coordinator	3098	District Follett Bookstore Re-prints	2432
Bank Reconciliation (A/P, F/AID, Refund, Payroll)	2762	Facilities	2812/3228
Bids		Fixed Asset (Capital Equipment)	2648
Purchasing	2648	Disposal	
Construction	2648	Sale (eBay, Hawk Hunter)	
Billing		Tagging (Over \$5,000) Tracking (Over \$5,000) Transfer	
Active Duty Military/Spouses	2756	General Accounting	
At-Risk/ Youth Options High School	2432	Account Codes/ Assigning	3106/3164
Criminal Background Checks	3048	Board Bill Lists	3074
DOC-Racine	2756/2432	EZ Audit	3164
Business & Workforce Solutions Contracts	2756	Financial Reports (Monthly/ Annual)	3164
Business & Workforce Solutions Testing	2432	Higher Learning Financial Report	3164
DVR	2432	IPEDS Financial Report	3164
EMT/EMS/FIRE	2432	OPEB Data Commission Report	3164
Facility Rental	2432	WTCS State Reports	3164
Follett Bookstore	2756	General Ledger	
Food Service	2432	Accounts	3106/3164
GED Testing	2432	Grants Special Revenue	
GTC Foundation	3048	Account Inquiries and Maintenance	3046/3048
Professional Development – Non Police Dept	2756	Budget Reports	3046
Professional Development Police Science	2432	Budget Set up	3046
RAMAC	2756	Budget and Journal Entries	2446/3046/3048
Retiree Insurance	2432	Finance Meetings	3046
Sponsored Student	2756	Grant Award	3046
TAA	2432	Monthly Permanent Employee List	2446/3046
Veterans	2432	Payroll Inquiries	3046/3048
WIA	2432	P-Card Approvals	3046/3048
Budgets		Project Analysis	3046/3048
Development	3106	Purchase Order	3046/3048
Reports	3106	Request for Proposal Budgets	3046
Transfers	3106/2756	Time & Effort Reconciliation	2446
Business Office Deposits		Travel Reimbursement	3046/3048
Financial System (Journal Entries/ Preparation/ Processing/ Inquiries/ Questions)	2762/3164	Insurance	
Cash Receipt Sessions	2762	Aviation	3098
(Preparation/ Processing/ Inquires/ Questions)		Educator's Liability	3098
Capital Equipment (Fixed Asset)	2648	General Liability	3098
Capital Expense Orders		Property	3098
Changes	2648/2568	Student/Visitor Claims	3098
Construction Bids	2648	Worker's Compensation	2812/3098

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Journal Entries		Reports (continued)	
Chargebacks Journal Entry (Technology/Telephone/Utilities/Custodial)	2762	WTCS State Reports	3164
Financial Aid WT/ACH	3106/2762	Safety	2812
Miscellaneous	2762	Security	2812
Payroll Payables/Wire Transfers	2762	Tax Exemption Certificate	
Key Distribution (Adm Ctr. Only)	3098	Accounts Payable	2916/2430/2568/2648
P-Cards	2568	District	2916/2430/2568/2648
Card Cancellation, CCER Calendar		Tax Levy	
Credit Limit Change, Download G/L		District Tax Levy Municipality Payments/ Balances	2762
Edit Cardholder Profile, Monthly Statements/Receipts		Tax Payer Inquiries	3228
New Card Request		Tax Bills	3098
New Cardholder Training		Tax Incremental Financing	3228
Reset Password		Technology Invoices (Networking-Servers/ Email/Phone Services)	
Print Shop and Duplicating Charges Journal Entries	3048	CATI/ECP	2432
Projects		Travel	
TAACCT	3048	Meal Reimbursements for WI & Other States	2916/2430
WGTD	2432	Mileage Charts between Campuses	2916/2430
WTCS	3048	Mileage Rates	2916/2430
Purchasing		Policy/ Procedure	2916/2430/3164
Bids	2648	Travel Expense Reports	2916/2430/3074
Construction Bids	2648	Vehicles	
Contracts: State, Cooperatives ,etc	2648	Titles for Gateway-owned vehicles	3098
ESM (eProcurement)	2568/2648	Vendor	
Office Supplies/Office Max Questions/Guidelines	2568/2648	Maintenance	2430/2916
Policy and Guidelines	2648	Questions	2568/2648
Purchase Order Questions/Changes/Status/Renewals	2568/2648	W9 Form	
Quotations/Assistance in Obtaining	2648	Accounts Payable	2916/2430
Request for Proposal (RFP)	2648	District	2916/2430
Requisitions	2568/2648	Web Payments	
Service Bids/ Quotes/ RFP's/ Schedule/ Monitoring	2648	Inquires/ Questions	2762
Status	2568/2648	PayPal Verification of Payment - WebAdvisor	2762
WTCS Contacts	2648	PayPal / Authorize.net	3164
WTCS Purchasing Committee	2648	Receipt Copy	2762
Reports		Reconcile Sessions	2762
Budget/Annual Financial Report Documents	3098/3106/3164	WTCS State Reports	
District Tax Levy Municipality Payments/ Balances	2762	Cost Allocation	3164
E-Z Audit	3164	Program Fee Survey	3164
Federal and State Financial Reporting	3048	UFFAS	3164
Federal Money Report	2762		
Financial Reports (Monthly/ Annual)	3164		
General Fund Category and Functions Reports	3164		
Higher Learning Commission Financial Report	3164		
IPEDS Financial Report	3164		
OPEB Data Report	3164		
Post General Ledger Transactions Report	3046/3048		
Sales Tax Report	2762		
Schedule of Grant Awards Report	3046		
Single Audit Report (Federal/State Project)	3046		
Special Revenue Budget Reports	3046		
Tax Levy	3098/3228		
WTCS International Education Fiscal Agent	3048		
WTCS International Education Fiscal Agent	3048		