



What is the available balance on my account?

Can I use my account to pay for _____?

What is the index number for my account?



Account Management



Mike Long
Business Manager



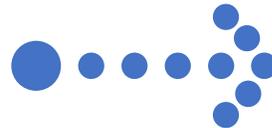
How do I purchase items for my lab/class/event?

How do I request reimbursement for something I purchased for USU?

How do I request payment on an invoice for something I ordered?



Purchasing



Metta Ray
Business Assistant



What is the available balance on my Grant?

Can I use my grant to pay for _____?

Any other questions about my grant or potential / future grants?



Grant Management



Mike Long
Business Manager



What are the University requirements for travel?

How do I request Authorization for travel?

How do I get a plane ticket or hotel?



University Travel



Metta Ray
Business Assistant

Who do I speak to about funding to hire someone?

Where do I start with setting up a new account?

Why does my salary / account look different than I expected?

Department
Business
Operations

Mike Long
Business Manager

How do I advertise or request a position?

How do I hire a new hourly / salaried employee?

What special requirements should I know for hiring _____?

Employment

Metta Ray
Business Assistant

How much money can I spend for my class needs?

Which index should pay for my printer ink?

Who covers the cost of my event?

Department
Finance

Mike Long
Business Manager

How do I make sure my employee is being paid the correct amount?

How do I change the source of pay for my employee?

Who can help me with entering or adjusting time or leave?

Payroll

Metta Ray
Business Assistant