

## Division Finance Points of Contact (POCs)

**Goal:** Develop and maintain strong working relationships, lines of communication, and processes to reduce time, effort, and risk associated with System Office business operations.

### Roles and Responsibilities

#### Communication

- Serve as the division liaison with the Finance Division
- Keep SVP in the loop on major budget and finance activity
- Promote intra-division communication and awareness of proper business practices
- Provide workflow feedback to support business process improvement

#### Support Budget Development and Execution

- Ensure all relevant division personnel are using correct chartfields
- Facilitate submission of URRs at SVPs direction, as applicable
- Monitoring division expenditures to budget
- Maintain situational awareness of division expenditure activity

#### Business Transaction Support

- Ensure division has identified staff tasked with entering purchase requisitions and vouchers
- Facilitate SVP approval of authorized departmental approvers
- Help facilitate resolution of any issues with transactions
- Coordinate campus billing activity with Finance

<b>SVP</b>	<b>POC</b>
Chief of Staff	Seth Riggins
Chief Operating Officer	Lauren Connelly
Chief Academic Officer	System Office Human Resources
Legal	Kelly Gutzmer
Government Relations	Lorie Lassiter
Strategy & Policy	Shun Robertson/Kait Littell