

Office of Business Affairs

www.pdx.edu/bao

- **Director's Office**

General BAO questions and problems or scheduling appointments with the Directors

 - Director, Eric Blumenthal (eblum@pdx.edu) 5-2845
 - Associate Director, Susan Dodd (dodds@pdx.edu) 5-5096
 - Assistant Director, Angela Bostock (abostock@pdx.edu) 5-2949
 - Executive Assistant, Timothy Waugh (twbaugh@pdx.edu) 5-3443
- **Purchasing Supplies and Equipment**

Purchasing policy and procedures, formal bids and contracts, price agreements, finding vendors

 - Contracts and Purchasing (contract@pdx.edu) 5-3441

Adding or changing a vendor address in Banner

 - Send an email with complete information to (baopur@pdx.edu)
- **Paying Bills**

Paying a vendor for services or supplies

 - Mary Milner (milnerm@pdx.edu) 5-4372
 - Laurel Tracy (tracyl@pdx.edu) 5-4918
- **Major Contracts with Other Entities**

Joint ventures, workshops, facilities rental, leases

 - Karen Preston (prestonk@pdx.edu) 5-5460
- **Personal/Professional Services**

Hiring contractors for their personal and/or professional expertise

 - Louis Rodge (rodgel@pdx.edu) 5-5044
- **Credit Card Purchases**

Procurement card purchases, applications, and Corporate card information

 - Kris Schultz (shultzk@pdx.edu) 5-3734
- **Travel**

General travel questions, airfare booking, lodging, conference registrations, and car rental

 - General questions: Marissa de Leon (marissd@pdx.edu) 5-3733
 - Research Grants/Contracts: Shirley Thompson (thompsons@pdx.edu) 5-3669
 - Visa Cards for Travel: Kris Shultz (shultzk@pdx.edu) 5-3734

- **Grants and Contracts**
All questions related to existing research grants and contracts activity
 - Wanda Packard (packardw@pdx.edu) 5-8064

- **Depositing Money, Cash Handling**
Depositing checks as well as cashiering and accounts receivable questions
 - Scott Petersen (spete@pdx.edu) 5-3793

- **Reimbursements to Employees**
Out-of-pocket reimbursement for allowable supplies and travel expenses.
 - What's allowable? See www.bao.pdx.edu
 - Mary Milner (milnerm@pdx.edu) 5-4372
 - Laurel Tracy (tracyl@pdx.edu) 5-4918

- **Theft, Loss & Damage to Equipment or Property**
Insurance questions, property loss or damage, and equipment inventory issues
 - Lisa Sablan (sablan@pdx.edu) 5-3109

- **Departmental Budgets**
Checking balances and running expenditure reports
 - Margaret Hernandez (hernandezm@pdx.edu) 5-3238

- **Buying Supplies from Corporate Express, Office Depot, Kinko's, Clean Copy, or the PSU Bookstore**
No Banner input required, and the Business Affairs Office will process the bill
 - Mary Milner (milnerm@pdx.edu) 5-4372
 - Laurel Tracy (tracyl@pdx.edu) 5-4918

- **Banner**
For general Banner FIS questions, access, and training
 - Daniel Weiss (dweiss@pdx.edu) 5-3750
 - Rita Snodgrass (ritas@pdx.edu) 5-5814

- **Auditing**
Preparing for and responding to audit questions
 - Angela Bostock (abostock@pdx.edu) 5-2949

- **The Care and Handling of Student Information (FERPA)**
Protecting private student information and non-disclosure requirements
 - Scott Petersen (spete@pdx.edu) 5-3793

- **Records Retention**
Purging old records, record storage and labeling, shredding & recycling of old records
 - Louis Rodge (rodgel@pdx.edu) 5-5044

- **Insurance, Accident, & Risk Issues**
Insurance coverage, accident reports, theft, and damage reports
 - Don Johansen (johansend@pdx.edu) 5-5340

- **ID Services**
ID card services
 - Steve Pasco (spasco@pdx.edu) 5-8343