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## CAMPUS CORRESPONDENCE

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**To:** Vice Presidents, Vice Chancellors, Deans, Directors, and  
Heads of Budgetary Units and Business Managers

**Date:** May 13, 2025

**From:** Elahe Russell   
Associate Vice President for Accounting Services/Controller

**Subject:** Schedule for Closing Accounts for FY 24-25

The end of the fiscal year is once again quickly approaching, and we must finalize FY 2025 financial operations. To comply with State regulations and provide for timely preparation of financial statements, a schedule for concluding financial activity for the current fiscal year has been developed. This schedule takes into consideration all activities that must be coordinated to reconcile funds for the current fiscal year, prepare the annual financial statements, and carry forward restricted balances to FY 2025. In planning for the closeout process, we offer a few important reminders:

- Goods and services must be received by June 30, 2025, to be paid or accrued with FY 2025 unrestricted funds.
- Payments for goods and services received after June 30, 2025, will be recorded in FY 2026.
- All purchases, regardless of source, must be paid or accrued at fiscal yearend if received by June 30, 2025.

The Fiscal Yearend Seminar will be conducted during the May 2025 Business Manager's meeting via Zoom on Tuesday, May 13, 2025, at 9:30 a.m.

Procedures and deadlines pertinent to each division of Accounting Services are detailed in the attachments. Please disseminate this information to all employees having responsibilities related to the yearend closing process. The Accounting Services team is available to assist with any questions. An employee directory is included on the last page for reference.

While every effort is made to adhere to the information provided in the attached documents, dates are subject to change. Your cooperation in complying with the procedures and deadlines outlined in this memo is essential to a successful yearend closeout. We look forward to partnering with you to complete FY 2025 financial operations.

Attachments

# ACCOUNTS PAYABLE & TRAVEL

## 217 Thomas Boyd Hall, 578-1550

Expenditures should be reported in the period in which they are incurred so it is critical to review reports to identify any expenditures incurred but not paid. This is especially important during the month of June as the fiscal yearend closeout process approaches.

### Supplier Invoice Process

#### Direct Charge Payments

Direct charge payments - **Invoices and Miscellaneous Check Requests** - for the current fiscal year should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags. To ensure timely processing of your department's direct charge expenditures by the final 6/30 Settlement Run, please route direct charge invoices along with the AS580, Direct Charge Worksheet to the respective Accounts Payable (AP) office in accordance with the following schedule:

| Deadline       | Description   |
|----------------|---|
| <b>May 26</b>  | Direct Charge purchases received for <b>May 19-25</b> due in AP     |
| <b>June 2</b>  | Direct Charge purchases received for <b>May 26-June 1</b> due in AP |
| <b>June 9</b>  | Direct Charge purchases received for <b>June 2-8</b> due in AP      |
| <b>June 16</b> | Direct Charge purchases received for <b>June 9-15</b> due in AP     |
| <b>June 23</b> | Direct Charge purchases received for <b>June 16-22</b> due in AP    |
| <b>June 30</b> | Direct Charge purchases received for <b>June 23-30</b> due in AP    |

#### Purchase Order Invoices

For merchandise or services to be charged to the current fiscal year, the merchandise must be received, or services rendered, by June 30, 2025. Please create the PO Receipts for merchandise received or services rendered on or before June 30 and verify both restricted and unrestricted encumbrance balances in accordance with the following schedule:

| Deadline       | Description  |
|----------------|--|
| <b>May 26</b>  | Create Purchase Order Receipts for merchandise received or services rendered by <b>May 25</b>  |
| <b>June 2</b>  | Create Purchase Order Receipts for merchandise received or services rendered by <b>June 1</b>  |
| <b>June 9</b>  | Create Purchase Order Receipts for merchandise received or services rendered by <b>June 8</b>  |
| <b>June 16</b> | Create Purchase Order Receipts for merchandise received or services rendered by <b>June 15</b> |
| <b>June 23</b> | Create Purchase Order Receipts for merchandise received or services rendered by <b>June 22</b> |
| <b>June 30</b> | Create Purchase Order Receipts for merchandise received or services rendered by <b>June 30</b> |

If the merchandise is not received or services are not rendered by June 30, no action is required by the department and the purchase order balance will be rolled forward into the next fiscal year. Encumbrance balances should reflect items that were **not** received or not fully invoiced as of June 30. The **Procurement Roll Forward** (which is the process in Workday to carryforward PO encumbrance balances) will be completed at close of business on **Monday, June 30. There will be no PO supplier invoices processed until the Procurement Roll Forward is completed.**

#### Aged Listings of Outstanding Encumbrances

| Deadline       | Description   |
|----------------|---|
| <b>June 16</b> | Run the Aged Listings of Outstanding Encumbrances Report as of June 15 to review PO balances and correct as necessary |
| <b>July 2</b>  | Run the Aged Listings of Outstanding Encumbrances Report as of June 30 for informational purposes only                |

#### Accrual Process for Supplier Invoices

The Accounts Payable & Travel Office will initiate the accrual journal entries for Supplier Invoices, for all campuses, as the Supplier Invoices are approved by the Cost Center Managers (CCM's). **Departments will not create any accrual journal entries for direct charge or purchase order invoices.** The accruals for direct charge and purchase order invoices will be based on the actual expenditures.

The AS forms (i.e., AS580, Direct Charge Worksheet, AS02, Miscellaneous Check Request, AS116, University Prepared Invoice, etc.) have been updated to include a **“Fiscal Year End Accrual”** box for departments to mark if the invoice and/or check request is to be accrued.

#### **Direct Charge Accruals**

To have direct charge payments (invoices and Miscellaneous Check Requests) charged to FY 24-25 budgets, departments must mark “Yes” in the “Fiscal Year End Accrual” box located in the upper right-hand of the AS580, Direct Charge Worksheet and forward the AS580 form along with the direct charge invoice to the respective AP office. The Supplier Invoices will have “FY25” coded in the External PO Number field on the Supplier Invoice Header which will be used to identify the direct charge invoices/payments that should be accrued.

#### **Purchase Order Accruals**

Upon the completion of the Procurement Roll Forward, the AP office will resume processing PO invoices for payment. To have purchase order invoices charged to FY 24-25 budgets, departments must create Receipts dated on or before June 30. **There is no cutoff to create Receipts.** The PO Supplier Invoice will be created with “FY25” coded in the External PO Number field on the PO Supplier Invoice Header which will be used to identify the invoices that should be accrued. Departments are encouraged to assist in contacting suppliers for invoices, especially if the goods are received and/or services rendered by June 30 and a receipt has been created. **Please note: Without an invoice from the supplier, expenditures for the items/services cannot be recorded in FY 24-25.**

As the Supplier Invoices (i.e., direct charge and purchase orders) are approved by the CCM’s, AP & Travel will create the accrual journal entries. The accrual journal entries will be reflected on the departmental ledgers/reports. **Supplier Invoices processed and approved after July 9 will be charged to FY 25-26 budgets.**

#### **Punch-out Supplier Invoices**

Punch-out Supplier Invoices must be approved by CCM’s on or before **June 30**, to be charged to FY 24-25 budgets. Any Punch-out Supplier Invoices for FY 24-25 not approved by CCM’s by 4:30 pm on June 30, 2025, will be charged to FY 25-26 budgets. **The Manual Journal EIB FY25 accrual process will not include any punch-out supplier invoices.**

Departments are encouraged to plan in advance by assessing their procurement needs for any of the punch-out suppliers. To assist departments with making decisions for placing late June orders, the table below, **Workday Punch-out Supplier Invoice Analysis**, has been developed:

**Workday Supplier Invoice Analysis**

| <b>Supplier</b>  | <b>Invoice Turnaround</b> |
|--|---------------------------|
| Airgas Inc - Airgas USA LLC                                      | 10 days                   |
| America To Go LLC  | 7 days                    |
| Ameriprint LLC   | 6 days                    |
| Associated Office Systems of Louisiana Inc - Baton Rouge, LA     | 53 days                   |
| CDW LLC - CDW Government LLC                                     | 4 days                    |
| Dell - Dell USA LP   | 7 days                    |
| Fisher Scientific Co LLC - Pittsburgh, PA                        | 7 days                    |
| Frost-Barber of Louisiana LLC - Steelcase                        | 54 days                   |
| Genuine Parts Company - NAPA Auto Parts                          | 4 days                    |
| Home Depot USA INC - The Home Depot PRO                          | 4 days                    |
| Howard Industries Inc - Howard Technology Solutions              | 21 days                   |
| McKesson Medical Surgical Inc - Richmond, VA                     | 9 days                    |
| Medline Industries Inc   | 11 days                   |
| MWI Veterinary Supply  | 7 days                    |
| Office Depot Business Solutions LLC - ODP Business Solutions LLC | 3 days                    |
| SHI International Corp   | 7 days                    |
| Thomas Scientific Holdings LLC - Thomas Scientific LLC           | 13 days                   |
| United Rentals North America Inc - United Rentals                | 23 days                   |
| VWR International LLC - Suwanee, GA                              | 7 days                    |
| W W Grainger Inc - Grainger - Southaven, MS                      | 2 days                    |
| World Wide Technology LLC  | 28 days                   |

## Expense Report Process

### Expense Reports for LaCarte

All purchases charged on the university LaCarte procurement card (P-card) with a transaction date on or before June 30 should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags.

### Expense Reports for Travel

All LaCarte travel transactions (for travel that was completed on or before June 30) should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags. As a reminder, LaCarte travel transactions for travel that will be completed in FY 25-26 should remain “not expensed” and should not be included on an Expense Report until after the trip is completed. Cash advances issued are not charged to departmental budgets until properly supported by an Expense Report for the travel.

To manage the volume of Travel Expense Reports, the following is a schedule for reconciling and routing for approvals to ensure all transactions made on or before June 30 are charged to the current fiscal year:

| Deadline       | Description   |
|----------------|---|
| <b>May 23</b>  | Expense Reports through <b>May 19</b> with all secured approvals awaiting action by an Expense Partner  |
| <b>May 30</b>  | Expense Reports through <b>May 26</b> with all secured approvals awaiting action by an Expense Partner  |
| <b>June 6</b>  | Expense Reports through <b>June 2</b> with all secured approvals awaiting action by an Expense Partner  |
| <b>June 13</b> | Expense Reports through <b>June 9</b> with all secured approvals awaiting action by an Expense Partner  |
| <b>June 20</b> | Expense Reports through <b>June 16</b> with all secured approvals awaiting action by an Expense Partner |
| <b>June 27</b> | Expense Reports through <b>June 23</b> with all secured approvals awaiting action by an Expense Partner |
| <b>June 30</b> | Last day FY25 LaCarte transactions will be loaded into Workday  |
| <b>July 3</b>  | Final Date for FY25 Expense Reports with all secured approvals awaiting action by an Expense Partner    |

Departments are strongly encouraged to stay current by submitting Expense Reports weekly for the remainder of the fiscal year, especially during the month of June, as the 30-day reconciliation requirement will be reduced to 5 days. Expense Reports not approved by all appropriate approvers and routed to the Expense Partners according to this schedule will be charged to FY 25-26 budgets.

### No Accruals for Expense Reports

**Accrual journal entries should not be created for any FY 24-25 LaCarte or travel transactions.** Expense Reports can be initiated after June 30 to include transactions that should be charged to FY 24-25 budgets. To have Expense Reports processed against FY 24-25 budgets, the Expense Report must have the transactions linked/imported, the “Expense Report Date = June 30, 2025”, all “approvals secured” and be “routed to and awaiting action” by an Expense Partner on or before the final deadline of **July 3**. **Please note: Expense Reports not meeting these criteria will be charged to FY 25-26 budgets.**

**BURSAR OPERATIONS**  
125 Thomas Boyd Hall, 578-3357

### Accounts Receivable

Excluding restricted auxiliaries, departments knowing of amounts due the University as of the end of the fiscal year must record such amounts by submitting a CARD entry. Receivables should be recorded regardless of the source of the indebtedness (i.e., Federal government, State of Louisiana or its subdivisions, faculty, staff, students, or others). All accounts becoming due during FY 24-25 must be recorded by **June 30**. The CARD entries must be fully approved and submitted to the vault **no later than 4:00 pm on June 30**.

### Deposits

The last day for making deposits for FY 24-25 in Bursar Operations will be **June 30**.

### **CARD Entries**

A search should be performed on outstanding CARD entries to ensure any FY 24-25 entries have been approved and are in Current status.

## **FINANCIAL ACCOUNTING & REPORTING**

204 Thomas Boyd Hall, 578-3321

### **Cost Transfers, Ledger Corrections, Adjustments**

| <b>Deadline</b> | <b>Description</b>   |
|-----------------|--|
| <b>June 9</b>   | All Manual Journals for corrections to ledgers and transfers of expenditures appearing on appropriated funds and reflected on departmental ledgers through <b>May 31</b> are due |
| <b>June 20</b>  | All Manual Journals for corrections to ledgers and transfers of expenditures through <b>June 15</b> are due  |
| <b>July 10</b>  | <b>FINAL</b> Manual Journals for corrections to ledgers for FY 25  |

### **Internal Billings**

To provide maximum flexibility to all departments for managing their appropriated funds, the following schedule has been established for processing Internal Billings related to FY 24-25 business:

| <b>Deadline</b> | <b>Description</b>   |
|-----------------|--|
| <b>June 2</b>   | All rendering departments must submit Internal Billings through Workday for any services or materials rendered <b>through May 31</b> |
| <b>June 16</b>  | Internal Billings for all services or materials rendered <b>through June 15</b>  |
| <b>July 1</b>   | Final Internal Billings for all services and materials rendered <b>during FY 25</b>  |

All Internal Billings must be properly completed with appropriate documentation attached, including any special approvals that are required. Incomplete Internal Billings received must be returned to the department for further processing, and this may cause the transactions not to be recorded until the next fiscal year. Thus, please ensure that all necessary documentation and approvals are attached.

### **Deferred Revenue or Prepaid Expense**

Those units that need to defer revenue or prepay expenses into FY 25-26 should use the Accounting Recognition Worktag on those transactions. Accounting principles require the University to recognize revenue or expenses when incurred. For example, if a department is holding a conference in July 2025, but is collecting revenue and incurring expenses related to that conference in FY 24-25, the revenues and expenses from that conference should be recorded in FY 25-26. The Accounting Recognition Worktag enables departments to defer revenue or prepay expenses and can be found in the Additional Worktags prompt.

| <b>Accounting Recognition Worktag</b> | <b>Description</b>                                  |
|---------------------------------------|---|
| <b>Deferred Revenue</b>               | Used to record Revenue not earned until FY 25-26    |
| <b>Prepaid Expense</b>                | Used to record Expenses not incurred until FY 25-26 |

### **Reports and Multiple June 30 Cutoffs**

Workday allows users to view reports/transactions in real-time. As soon as transactions are processed, the activity is displayed in reports available in Workday. A list of reports can be found on the Workday Training website under Training Materials, Finance Training, Reporting: [http://www.lsu.edu/workday/finance\\_training.php](http://www.lsu.edu/workday/finance_training.php)

Useful reports most used by departments are:

- Revenue & Expense by "Driving Worktag Chosen"
- Journal Line Details with Employee Name
- Trial Balance

### **Merchandise for Resale (Inventory)**

Cost centers that hold merchandise for resale are required to submit inventory procedures and inventory counts for fiscal year end. The following due dates have been established. Procedures and counts should either be emailed to [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) or hand delivered to 204 Thomas Boyd Hall.

| Deadline | Description  |
|----------|--|
| June 20  | Inventory procedures due, must include planned method of inventory and dates of expected count |
| July 7   | Inventory count due to FAR   |

## **PAYROLL**

204 Thomas Boyd Hall, 578-3321

### **Payroll Accounting Adjustment**

Payroll Accounting Adjustments affecting FY 24-25 must be completed by **July 8, 2025**.

### **Retro Transactions**

Any Retro transactions should be processed immediately. To be charged to FY 24-25, retro personnel transactions or retro time entry must be completed by the following dates:

| Pay Group    | Retro Date                                   | Completion Date |
|--------------|--|-----------------|
| Professional | Pay Period Beginning Prior to <b>June 1</b>  | <b>June 17</b>  |
| Wage         | Pay Period Beginning Prior to <b>June 14</b> | <b>June 25</b>  |
| Academic     | Pay Period Beginning Prior to <b>May 15</b>  | <b>June 19</b>  |
| Student      | Pay Period Beginning Prior to <b>June 7</b>  | <b>June 18</b>  |

### **Wage Payroll**

The last wage payroll period to be processed for FY 24-25 ends **June 27**. Payroll expenses through June 30 will be accrued by allocating 10% of the charges from the June 14 – June 27 pay period. The accrual will appear on June ledgers with the Journal Source of Forward Accrual. Time for the period ending June 27 should be **submitted and approved** in Time Tracking by **11:59 pm** on **Monday, June 30**. Departments will not see these charges on ledgers until after payroll is processed on **Tuesday, July 1**.

### **Student Payroll**

The last student payroll period to be processed for FY 24-25 ends **June 20**. Payroll expenses through June 30 will be accrued by allocating **60%** of the charges from the June 7 – June 20 pay period. The accrual will appear on June ledgers with the Journal Source of Forward Accrual. Time for the period ending June 20 should be **submitted and approved** in Time Tracking by noon on **Tuesday, June 24**.

### **Summer Research**

Summer research payments for faculty will be processed via One Time Payments. Research activities charged to FY 24-25 will be processed on the June Academic payroll with a payment date of June 30, 2025. Due dates for summer research personnel transactions are as follows:

| One Time Payment – Summer Research Processing & Pay Dates |                |           |                 |                         |                        |
|---|----------------|-----------|-----------------|-------------------------|------------------------|
| Coverage Date Range                                       | Effective Date | Pay Date  | Accounting Year | Due to HR Partner (HRM) | Successfully Completed |
| 5/15/25-6/30/25   | 5/15/25        | 6/30/2025 | FY 25           | 5/27/2025               | 6/25/2025              |
| 7/01/25-7/14/25   | 6/15/25        | 7/21/2025 | FY 26           | 6/20/2025               | 7/16/2025              |
| 7/15/25 -8/14/25  | 7/15/25        | 8/21/2025 | FY 26           | 7/21/2025               | 8/18/2025              |

## SPONSORED PROGRAM ACCOUNTING

240 Thomas Boyd Hall, 578-5337

### Billings/Invoices

Due to agency-imposed deadlines, LSU must submit June invoices on State sponsored Grants/Contracts (FD250) by **July 15, 2025**. To meet this deadline, Sponsored Program Accounting (SPA) must bill from the official University ledgers dated **July 5, 2025**.

LSU must accrue all salary, vendor and travel expenditures incurred in FY 24-25. Since most state sponsors require an accurate June invoice regardless of expiration date, it is essential that written documentation is provided to the Grant Manager in SPA for any items not reflected on the ledgers.

State tentative projects must be invoiced by the required deadline indicated in the agreement; therefore, ensure that SPA has the fully executed agreement as soon as possible but no later than **Monday, June 23, 2025**.

### Report Reconciliation

**Expense by Award** - Review the Expense by Award report to ensure expenditures are recorded and encumbrances are liquidated.

- Ensure costing allocations or Payroll Accounting Adjustments (PAAs) for both expenditures chargeable directly to a sponsored agreement or used for cost sharing are processed.
- Overdrafts on sponsored agreements and associated cost sharing and program income accounts must be resolved. If an account is in an overdraft status, it slows the billing process. An overdraft status is acceptable for extenuating circumstances, such as multi-year agreement, incrementally funded agreement, or a pending request for additional funds.

**Trial Balance** - Use the Trial Balance report to review tentative grant accounts.

- Expense by award cannot be used on tentative grants because they are not connected to an award.
- Select the Encumbrance Ledger, rather than the Actual Ledger, to review encumbrances on tentative grants.
- Enter the cost center/cost center hierarchy along with the grant hierarchy: tentative. Display by grant.

**Grant Balances Department** - Use the Grant Balances Department report to review all award/grant balances along with in-progress transactions.

- The report can be run by cost center or cost center hierarchy.

### Monitoring/Progress Reports

Several state agencies require that we attach a monitoring/progress report to the invoices. Please ensure that the Principal Investigator signs and dates their technical report. Note that the cover letter is not considered part of the report. This is especially critical for LA Department of Natural Resources (DNR), LA Department of Environmental Quality (DEQ), Coastal Protection and Restoration Authority (CPRA) and LA Department of Wildlife & Fisheries projects. Monitoring/Progress Reports should be received by the noted dates:

| Monitoring/Progress Report | Received by SPA: |
|----------------------------|------------------|
| May 2025                   | <b>June 3</b>    |
| June 2025                  | <b>July 3</b>    |

### Agreements Expiring on June 30, 2025

For sponsored projects expiring on June 30, 2025, purchasing requisitions must state (within the internal memo section of the requisition) that the sponsored agreement expires on June 30, 2025.

As at any other time, supplies and services must be received on or before the sponsored agreement expires. If a sponsored agreement expires on June 30, 2025, the supplies and services must be received by June 30, 2025.

### **Cost Transfers**

A copy of the PDF version of the ledger and a fully completed **AS226: Request for Non-payroll Cost Transfer** form (if applicable) must be attached to the manual journal. The memo section of the journal must reference the memo section of the original transaction and a unique identifying number i.e., supplier invoice #, expense report #, etc.

Retroactive PAAs are considered cost transfers and an **AS227: Justification for Payroll Accounting Adjustment** form must be attached to the form providing an explanation of how this cost benefits the project receiving the charge.

Cost transfers must be processed within **90 days** of the original transaction date. However, May and prior month cost transfers are due in Accounting Services no later than **June 9**, while June cost transfers are due by **July 10**.

### **Cost Sharing**

If an award requires cost sharing, it must be documented on a separate grant/award line. If a cost sharing line is needed on an award, please contact the Grant Manager in SPA (found on the Roles tab). Please use the Expense by Award report in Workday to help review cost sharing that has been documented. For cost sharing commitment detail, select the cost sharing award line/grant and view the award line notes.

If PAAs are needed to move salaries to a cost sharing grant, they must be completed by **July 8, 2025**. If any effort certifications were approved before costing allocations or PAAs were loaded, a request to cancel and regenerate the effort certification should be made. All communication should be sent to [effortassistance@lsu.edu](mailto:effortassistance@lsu.edu).

### **Key Personnel**

There is a Key Personnel tab in Workday for faculty, department, and central administrators to track effort. Please monitor your key personnel commitments:

1. Meet with faculty when a new award is received and thereafter plan for appropriate salary distribution consistent with the individual's committed effort.
2. Establish a tracking system to ensure key personnel is met by budget period and update costing allocations when needed.
3. Run Award Key Personnel Commitment report to review current commitments by award and identify any shortages early (this report can be run by employee, role, or cost center).
4. Request Sponsor Prior Approval through OSP of any changes to key personnel or disengagement. Approval is supposed to be in advance and timely of the current budget period.

### **Effort Certifications**

On a quarterly basis, employees are responsible for certifying that their salary distribution is an accurate reflection of the direct effort provided to the project(s) for the reporting period. Failure to complete and certify effort correctly and in a timely manner could result in loss of funds to the University. Therefore, it is imperative to certify all accurate pending effort certifications timely.

**Please do not approve effort certifications that do not accurately reflect the correct percentage of workload distribution.** Incorrect certifications should be sent back for correction before approval. If a manual PAA is created and approved after an effort certification was previously approved, please send notice to [effortassistance@lsu.edu](mailto:effortassistance@lsu.edu) to cancel and regenerate a new effort certification for the employee.



**OFFICE OF ACCOUNTING SERVICES**  
**STAFF DIRECTORY**  
Name – [Email@lsu.edu](mailto:Email@lsu.edu)

| ACCOUNTING SERVICES ADMINISTRATION |          |                              |
|------------------------------------|----------|------------------------------|
| <b>Elahe Russell</b>               | erussell | Associate Vice President     |
| Brenda Wright                      | bwrigh4  | Distribution/Imag Supervisor |
| Danita King                        | dcking   | Administration               |
| Desiree Esnault                    | desnault | Distribution/Front Desk      |
| Jesshantre Bryant                  | jbryant  | Document Imaging             |
| Meredith Smith                     | msmith19 | Document Imaging             |

| ACCOUNTS PAYABLE & TRAVEL (AP) |            |                                 |
|--------------------------------|------------|---------------------------------|
| <b>Patrice Gremillion</b>      | pgremill   | Senior Director                 |
| Angie Mann                     | amann7     | Senior Business Solutions Mgr.  |
| Austin Ledet                   | aledet     | Invoice Processing – PO         |
| Carly Carpenter                | ccarp32    | Invoice Processing – Spec Meals |
| Christian O'Brien              | cobrien    | LaCarte                         |
| Deana Clement-Delage           | dcleme2    | Invoice Processing – DC         |
| DeAnna Landry                  | deannal    | Asst. Dir – LaCarte             |
| DJ Morgan                      | dmorgan1   | LaCarte                         |
| Henry Woodard                  | hwooda4    | Travel                          |
| Jennifer Driggers              | jdrigg     | Assoc. Dir. – LaCarte & Travel  |
| Jessica Hodgkins               | jhodgkins1 | Asst. Dir - Invoice Processing  |
| Jonathan Fresina               | jfresi1    | Travel                          |
| Julian White                   | jwhite22   | Travel                          |
| Kalyn Lewis                    | mayfield1  | Travel                          |
| Maci Jones                     | macijones1 | Invoice Processing – PO         |
| Peyton Delatte                 | pdelatte   | LaCarte                         |
| Theresa Oubre                  | talber3    | LaCarte                         |
| Valery Sonnier                 | vsonnier   | Assoc. Dir - AP & Reporting     |

| BURSAR                  |              |                              |
|-------------------------|--------------|------------------------------|
| <b>Melanie Powell</b>   | melaniep     | Director                     |
| Allison McCann          | amccan6      | Asst. Mgr. – Communications  |
| Betty Freeman           | bfreem10     | VA 33/Collections            |
| Brea Leslie             | Brealeslie   | Collections                  |
| Danielle Lavergne       | dlavergne    | Customer Billing/Collections |
| Emily Turner            | eturn27      | Cashier/Customer Service     |
| Jasmine Hebert          | jheb189      | Registration/Billing/Payment |
| John Milligan           | jmilligan    | Mgr. – Business Solutions    |
| Jonathan Thompson       | jthompson4   | Call Center                  |
| Kattie Gregoire         | gregoire1    | Mgr. – Collections           |
| Kaleb Taylor            | ktay129      | Workday Student/Registration |
| Mark Trahan             | marktrahan   | Sponsor Billing/Collections  |
| Mary C Gillespie Smiley | mgille7      | Assistant Director           |
| Matthew Nelson          | mnelson1     | E-commerce/Payment Security  |
| Maya Smith              | mayasmith    | Sponsor Billing/Collections  |
| Menyodda Daniels        | mdaniels2    | Collections                  |
| Natasha Porch           | natashaporch | Mgr. – Customer Services     |
| Rachel Hicks            | reasley      | Cash Management Coordinator  |
| Rosalyn Lacey           | rlacey       | Associate Director           |
| Tamela Dickerson        | tamelaj      | Perkins Loan                 |
| Tanya Jackson           | tjacks       | Mgr. - Sponsors              |
| Thea Knowles            | tknowl5      | Workday Student/Registration |

| FINANCIAL ACCOUNTING & REPORTING (FAR) |         |                                  |
|--|---------|----------------------------------|
| <b>Hope Rispone</b>                    | hope    | Director                         |
| Christopher Poore                      | cpoore1 | Fixed Assets/Credit Cards        |
| Cody Knight                            | cknig25 | Internal Billings/Cost Transfers |
| Dakota Schoenfield                     | dschoe5 | Internal Billings/Cost Transfers |
| Jennifer Richard                       | jgendr1 | Assistant Director               |
| Laurie Wales                           | llamb18 | Associate Director               |
| Stephanie Laquerre                     | slaquer | Bank Recon                       |

| PAYROLL                |               |                                |
|------------------------|---------------|--------------------------------|
| <b>Karen Jenkins</b>   | kjenkins      | Director                       |
| Anne Landry            | alan114       | Insurance                      |
| Caleb Brown            | cbrown13      | Asst Mgr. - Retiree Billing    |
| Candice Lockwood       | candice       | Mgr. - Insurance/Tax           |
| Consuella Wilkerson    | cwilkerson1   | Campus Billing/Transfers/ORP   |
| Dianne Bohn            | dbohn1        | Disbursements/Taxes            |
| Grace Ann Jones        | gajones       | Nonresident Aliens/Tax         |
| Jacanda Martin-Holland | jcmartin      | Asst Director - Pay Section    |
| Jasmine Capers         | jcapers       | Retirement/LASERS/Garnishments |
| John Pilgrim           | jpilgrim1     | Student Payroll                |
| Kade Kieschnick        | kkiesc1       | Mgr. – Teacher's Retirement    |
| Katie Maglone          | kmaglone1     | Assoc. Dir. - Insurance/Tax    |
| Kiana Bradley          | kbradley      | GA's/Fringe Benefits           |
| Lorin Oliver           | lolive7       | Mgr.-Faculty/Professional      |
| Tracey Johnson         | traceyjohnson | Student/Wage                   |

| SPONSORED PROGRAM ACCOUNTING (SPA) |             |                                  |
|------------------------------------|-------------|----------------------------------|
| <b>Jaime Estave</b>                | jestav1     | Director                         |
| Allyson Alexander                  | aalex51     | Budgeting                        |
| Bronson Hopkins                    | bhopkins    | Billing                          |
| Casey Cohoon                       | cohoon1     | Billing                          |
| Chantel Brown                      | cbrown11    | Billing – Asst Manager           |
| Culley Shannon                     | Cshan11     | Billing                          |
| Emily Richards                     | evickn2     | Billing                          |
| Falynn Serio                       | frivere1    | Billing                          |
| Janet Parks                        | jparks      | Assoc. Director (Billing)        |
| Jennifer Martel                    | jmartel     | Distribution/Accounts Receivable |
| Jessica LeBlanc                    | jleblanc2   | Budgeting/AR-Asst Mgr.           |
| Kellie Speyrer                     | kspeyr3     | Billing                          |
| Keri Tweed                         | ktweed      | Assoc. Director (Budgeting)      |
| Kristy Donald                      | kdonald1    | Budgeting                        |
| Lakedra Fisher                     | lfisher     | Billing                          |
| Leah Njeri                         | lnjeri2     | Billing                          |
| Matthew Coldiron                   | mcoldi1     | Billing                          |
| Morgan Burkhalter                  | mgueho3     | Billing – Asst Manager           |
| Nekisha Cobb                       | ncobb       | Billing Manager                  |
| Pamela Ledet Prince                | pledet8     | Business Solutions Mgr.          |
| Rachel Guillory                    | rguillory   | Billing                          |
| Susan Buzbee                       | sbuzbee     | Billing                          |
| Tanner Thibodeaux                  | tthibodeaux | Billing                          |
| Tina Constantin                    | tconstantin | Billing                          |
| Veronica Nolen Brooks              | vnolen1     | Effort/Gifts                     |