





Accounts Receivable (AR)

- Cash receipts & deposits
- Billing & invoices
- Collection on invoices
- Cash handling training (also online)
- Cash & merchandise inventory audits
- Petty cash requests
- Merchandise inventory (dept. only)
- Answer specific questions regarding billing, deposit, cash receipt

Budget

- Annual budget development
- Budget allocations/transfers
- Processing mid-year budget requests
- Budget relines
- Mandatory budget workshop
- Answer specific questions regarding budget (How to fill out the budget form? How to get more money? What if we missed the deadline?)

Accounts Payable (AP)

- Purchase orders (POs)
- Disbursement requests (DRs)/OnBase
- Vendor Data Form
- Signature form
- Travel, hospitality, prizes & awards
- Cash advance
- Disbursement training
- Scholarship
- 1099, sales tax & use tax filings
- Amazon & Office Depot user access
- Answer specific questions regarding disbursements

Customer Service

- Cashiering
- Change fund
- Collection of all forms
- Financial statement requests, account balance requests (clubs & orgs)
- Financial Services website
- Smart Spending Manual
- Customer satisfaction survey
- Answer *general* questions regarding forms, policies & procedures

Accounting

- ASI Procurement Card administration (dept. only)
- ASI cell phone program (dept. only)
- Journal entries (to correct errors)
- Financial reporting, monthly P&L distribution (dept. only)
- Stop payment requests & check replacement requests
- Fixed asset management (tagging, inventory & disposition)
- Treasury management
- 990/990T tax filing assistance, unclaimed check filing
- Audit coordination