



Accounting Contact Guide

Use this reference guide to communicate your reconciling items to Accounting for immediate correction.
Corrections within Oracle should be journalized for the next Accounting period.

Transaction Types	Contact Department	Contact Person	Email	Phone
AR Invoicing	Comptroller	Mariana Guerra	AccountsReceivable@utrgv.edu	665-2710
Bank Wire Transfers	Treasury	Maggie Gonzalez	Treasury@utrgv.edu	665-7378
Budget Journals	Budget Office	Jacob Gracia	Jacob.Gracia@utrgv.edu	665-7420
Capital Assets Journals	Assets Management	Ana Salinas	Fixed.Assets@utrgv.edu	665-2785
Disencumbrance (entire line/entire PO)	Purchasing	The Buyer for Your PO	purch@utrgv.edu	665-2161
Disencumbrance (partially paid)	Accounts Payable	Carlos Alanis	Carlos.Alanis@utrgv.edu	665-3375
Fringe Benefit Errors (in total)	Human Resources		hr@utrgv.edu	665-2556
Fuel Charges	Physical Plant	Larry Guzman		665-2912
General IDT's - Non-Sponsored	Accounts Control	Sylvia Guerra	Sylvia.Guerra@utrgv.edu	665-2704
General IDT's - Sponsored (Grants)	Grants Accounting	Grant Accountant assigned to the Project	grantsandcontracts@utrgv.edu	665-2711
ID Card Charges	The V1C Office	Ariana Acosta	Ariana.Acosta@utrgv.edu	665-7178
Official Receipts - Non-Sponsored	Accounts Control	Sylvia Guerra	Sylvia.Guerra@utrgv.edu	665-2704
Official Receipts - Sponsored (Grants)	Grants Accounting	Grant Accountant assigned to the Project	grantsandcontracts@utrgv.edu	665-2711
Payments to Vendors	Accounts Payable	Accounts Payable	AccountsPayable@utrgv.edu	665-2700
Payroll Labor Distribution Errors / Employer Cost Labor Encumbrances	Accounts Control	Steven Lerma	CommitmentAccounting@utrgv.edu	882-8262
Postal Charges	Mail Services	Dario Sanchez	Dario.Sanchez@utrgv.edu	665-2270
Print Shop Copies	Print Shop	Ariana Acosta	Ariana.Acosta@utrgv.edu	665-7178
Receiving	Central Receiving	Pedro Salas	Pedro.Salas@utrgv.edu	665-3077
Transportation	Shuttle Services	Ariana Acosta	Ariana.Acosta@utrgv.edu	665-7178
Travel (payment related)	Accounts Payable	Rachel Almanza	Rachel.Almanza@utrgv.edu	665-7058
Work Orders	Central Scheduling	Graciela Abrego	Graciela.Abrego01@utrgv.edu	665-3645