



# Accounting Contact Guide

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

Transaction Types	Contact Department	Contact Person	Email	Phone
AR Invoicing	Accounting & Reporting	Mariana Guerra	<a href="mailto:AccountsReivable@utrgv.edu">AccountsReivable@utrgv.edu</a>	655-7956
Bank Wire Transfers	Treasury	Treasury	<a href="mailto:Treasury@utrgv.edu">Treasury@utrgv.edu</a>	665-7378
Budget Journals	Planning and Analysis	Jacob Gracia	<a href="mailto:BudgetRevisions@utrgv.edu">BudgetRevisions@utrgv.edu</a>	665-2962
Capital Asset Journals	Facilities Planning	Ana Salinas	<a href="mailto:AssetsManagement@utrgv.edu">AssetsManagement@utrgv.edu</a>	665-2785
Disencumbrance (entire line/entire PO)	Purchasing	The Buyer for Your PO	<a href="mailto:Purch@utrgv.edu">Purch@utrgv.edu</a>	665-2161
Disencumbrance (partially paid)	Accounts Payable	Accounts Payable	<a href="mailto:AccountsPayable@utrgv.edu">AccountsPayable@utrgv.edu</a>	665-2700
Fringe Benefit Errors (in total)	Human Resources	Human Resources	<a href="mailto:HR@utrgv.edu">HR@utrgv.edu</a>	665-2451
Fuel Charges	Campus Facilities Operations	Amy Nichols	<a href="mailto:Amy.Nichols@utrgv.edu">Amy.Nichols@utrgv.edu</a>	665-2793
General IDT's – Non-Sponsored	Accounting & Reporting	Sylvia Guerra	<a href="mailto:Sylvia.Guerra@utrgv.edu">Sylvia.Guerra@utrgv.edu</a>	665-2704
General IDT's – Sponsored (Grants)	Grants Accounting	Grant Accountant assigned to the Project	<a href="mailto:GrantsAccounting@utrgv.edu">GrantsAccounting@utrgv.edu</a>	665-2711
ID Card Charges	Auxiliary Business Services	Gilberto Hernandez	<a href="mailto:Gilberto.Hernandez03@utrgv.edu">Gilberto.Hernandez03@utrgv.edu</a>	665-7178
Official Receipts – Non-Sponsored	Accounting & Reporting	Sylvia Guerra	<a href="mailto:Sylvia.Guerra@utrgv.edu">Sylvia.Guerra@utrgv.edu</a>	665-2704
Official Receipts –Sponsored	Grants Accounting	Grants Accountant assigned to the Project	<a href="mailto:GrantsAccounting@utrgv.edu">GrantsAccounting@utrgv.edu</a>	665-2711
Payments to Vendors	Accounts Payable	Accounts Payable	<a href="mailto:AccountsPayable@utrgv.edu">AccountsPayable@utrgv.edu</a>	665-2700
Payroll Labor Distribution Errors / Employer Cost Labor Encumbrances	Accounting & Reporting	Steven Lerma	<a href="mailto:Commitment_Accounting@utrgv.edu">Commitment_Accounting@utrgv.edu</a>	882-8262
Postal Charges	Distribution & Logistics	Distribution & Logistics	<a href="mailto:DistributionAndLogistics@utrgv.edu">DistributionAndLogistics@utrgv.edu</a>	665-3076
Print Shop Copies	Auxiliary Business Services	Gilberto Hernandez	<a href="mailto:Gilberto.Hernandez03@utrgv.edu">Gilberto.Hernandez03@utrgv.edu</a>	665-7178
Receiving	Distribution & Logistics	Distribution & Logistics	<a href="mailto:DistributionAndLogistics@utrgv.edu">DistributionAndLogistics@utrgv.edu</a>	665-3076
Training (AR/Billing, GL, Timekeeping/Payroll)	Accounting & Reporting	David Guerra	<a href="mailto:David.Guerra@utrgv.edu">David.Guerra@utrgv.edu</a>	665-3089
Training (Assets Mgmt & AP)	Assets Management	Linda Mares	<a href="mailto:Linda.Mares@utrgv.edu">Linda.Mares@utrgv.edu</a>	665-3643
Transportation	Parking & Transportation	Lucio Lopez	<a href="mailto:Transportation@utrgv.edu">Transportation@utrgv.edu</a>	665-7031
Travel (payment related)	Accounts Payable	Accounts Payable	<a href="mailto:AccountsPayable@utrgv.edu">AccountsPayable@utrgv.edu</a>	665-2700
Work Orders	Campus Facilities Operations	Suzanne Olague Gabriel Hubbard	<a href="mailto:Suzanne.Olague@utrgv.edu">Suzanne.Olague@utrgv.edu</a> <a href="mailto:Gabriel.Hubbard01@utrgv.edu">Gabriel.Hubbard01@utrgv.edu</a>	665-2795