



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	AccountsReceivable@utrgv.edu	665-7956
Bank Wire Transfers	Treasury, Student & Financial Systems	Treasury	Treasury@utrgv.edu	665-7378
Budget Journals	Planning & Analysis	Jacob Gracia	BudgetRevisions@utrgv.edu	665-2962
Capital Asset Journals	Assets Management	Maribel Hernandez	AssetsManagement@utrgv.edu	665-2702
Disencumbrance (entire line/entire PO)	Procurement Office	The Buyer for Your PO	Purch@utrgv.edu	665-2161
Disencumbrance (partially paid)	Accounts Payable	Accounts Payable	AccountsPayable@utrgv.edu	665-2700
Fringe Benefit Errors (in total)	Human Resources	Human Resources	HR@utrgv.edu	665-2451
Fuel Charges	Campus Facilities Operations	Amy Nichols	Amy.Nichols@utrgv.edu	665-2793
General IDT's - Non-sponsored	Accounting & Reporting	Sylvia Guerra	Sylvia.Guerra@utrgv.edu	665-2704
General IDT's - Sponsored (Grants)	Grants Accounting	Grant Accountant assigned to the Project	GrantsAccounting@utrgv.edu	665-3258
ID Card Charges	Business & Administrative Services	Gilberto Hernandez	Gilberto.Hernandez03@utrgv.edu	665-7178
Official Receipts – Non-Sponsored	Treasury, Student & Financial Systems - Bursar	Julio Cruz	Julio.Cruz01@utrgv.edu	665-2718
Official Receipts –Sponsored	Grants Accounting	Grants Accountant assigned to the Project	GrantsAccounting@utrgv.edu	665-3258
Payments to Vendors	Accounts Payable	Accounts Payable	AccountsPayable@utrgv.edu	665-2700
Payroll Labor Distribution Errors / Employer Cost Labor Encumbrances	Accounting & Reporting	Steven Lerma	Commitment_Accounting@utrgv.edu	882-8262
Postal Charges	Distribution & Logistics	Distribution & Logistics	DistributionandLogistics@utrgv.edu	665-3076
Print Shop Copies	Business & Administrative Services	Gilberto Hernandez	Gilberto.Hernandez03@utrgv.edu	665-7178
Receiving	Distribution & Logistics	Distribution & Logistics	DistributionandLogistics@utrgv.edu	665-3076
Training (AR/Billing, GL, Timekeeping/Payroll)	Accounting & Reporting	David Guerra	David.Guerra@utrgv.edu	665-3089
Training (Assets Management & Accounts Payable)	Assets Management	Linda Mares	Linda.Mares@utrgv.edu	665-3643
Transportation	Parking & Transportation	Transportation	Transportation@utrgv.edu	665-2036
Parking	Parking & Transportation	Parking	Parking@utrgv.edu	665-2738
Travel (payment related)	Accounts Payable	Accounts Payable	AccountsPayable@utrgv.edu	665-2700
Work Orders	Campus Facilities Operations	Suzanne Olague Gabriel Hubbard	Suzanne.Olague@utrgv.edu Gabriel.Hubbard01@utrgv.edu	665-2795