

**Campus Information System  
Financial Management Information System  
CIS – Who Do I Call?**

**August 2008**

**ON ALL REQUESTS FOR ASSISTANCE, PLEASE INCLUDE YOUR NAME, PHONE NUMBER  
AND DOCUMENT NUMBER.**

This will assist us in addressing your issue as quickly as possible.  
For issues that are of a non-critical nature, an email message is preferred.

**I DON'T KNOW WHO TO CALL - GENERAL SYSTEM QUESTIONS**

**OBTAIN INITIAL ACCESS TO CIS – MODIFY EXISTING ACCESS TO CIS**

Connie MacNaughton     [Connie.MacNaughton@ColoState.EDU](mailto:Connie.MacNaughton@ColoState.EDU)     Financial Systems Services     491-2099

**I FORGOT MY PASSWORD**

FRS/VMAN/CIS Help Desk     Information Systems     491-1375

**CIS PATCHES – OBTAINING CIS SOFTWARE – ORACLE ERRORS**

Josh Clark     [Josh.Clark@ColoState.EDU](mailto:Josh.Clark@ColoState.EDU)     Information Systems     491-7169

Chuck Sorensen     [Charles.Sorensen@ColoState.EDU](mailto:Charles.Sorensen@ColoState.EDU)     Information Systems     491-1588

**SIGNATURE AUTHORIZATION**

Connie MacNaughton     [Connie.MacNaughton@ColoState.EDU](mailto:Connie.MacNaughton@ColoState.EDU)     Financial Systems Services     491-2099

**PURCHASE REQUISITIONS (REQ) - HEADER VS LINE FUNDING**

Sue Butler     [Sue.Butler@ColoState.EDU](mailto:Sue.Butler@ColoState.EDU)     Purchasing     491-1522

**INVOICING – PAYMENT TO VENDORS – VENDOR ISSUES**

**Travel:**

Terri Bedan     [Terri.Bedan@ColoState.EDU](mailto:Terri.Bedan@ColoState.EDU)     Accounts Payable     491-6021

Connie Cooley     [Connie.Cooley@ColoState.EDU](mailto:Connie.Cooley@ColoState.EDU)     Accounts Payable     491-1362

**AFE/POs (alphabetically by vendor):**

**Vendors B-F, Petty Cash**

Parvin Naysary     [Parvin.Naysary@ColoState.EDU](mailto:Parvin.Naysary@ColoState.EDU)     Accounts Payable     491-5019

**Vendors G-O, General Air, 77 Funds, Metrocall**

Jeff Fotsch     [Jeffrey.Fotsch@ColoState.EDU](mailto:Jeffrey.Fotsch@ColoState.EDU)     Accounts Payable     491-1373

**A, P-Z, Telecom**

Cherie Akin     [Cherie.Akin@ColoState.EDU](mailto:Cherie.Akin@ColoState.EDU)     Accounts Payable     491-1372

**Payments to Individuals, Reimbursements**

Beth Fritzler     [Beth.Fritzler@ColoState.EDU](mailto:Beth.Fritzler@ColoState.EDU)     Accounts Payable     491-2097

**Mail Desk:**

Tricia Cochran     [Tricia.Cochran@ColoState.EDU](mailto:Tricia.Cochran@ColoState.EDU)     Accounts Payable     491-1429

## OFFICIAL FUNCTIONS

Jackie Riba                      [Jackie.Riba@ColoState.EDU](mailto:Jackie.Riba@ColoState.EDU)                      Accounts Payable                      491-1363

## EQUIPMENT SUBCODES AND CAPITOL PROPERTY APPROVALS

Debra Ellison                      [Debra.Ellison@ColoState.EDU](mailto:Debra.Ellison@ColoState.EDU)                      Property Management                      491-2270

## WHAT ACCOUNT NUMBER/SUBCODE SHOULD I USE

### Campus Services

**Valerie Monahan**                      [Valerie.Monahan@ColoState.EDU](mailto:Valerie.Monahan@ColoState.EDU)                      Controller's Office                      491-3001

#### Manager of Campus Services

College of Engineering

Warner College of Natural Resources

- Colorado State Forest Service

College of Natural Sciences

VP Research

External Audit Management

**Laura Streit**                      [Laura.Streit@ColoState.EDU](mailto:Laura.Streit@ColoState.EDU)                      Controller's Office                      491-7099

#### University Accountant

Board of Governors/CSU System

Office of the President

Executive Vice President

VP of Finance

VP Outreach/Strategic Partnerships

- Cooperative Extension

College of Agricultural Sciences

- Agric Experiment Station

College of Business

VP for Administrative Services

VP for Enrollment & Access

VP Public Affairs

Provost & Senior Vice President

University Libraries

VP for Graduate Affairs

VP for Faculty Affairs

VP for Undergraduate Affairs

VP for Instruction & Information Tech

**Heidi Barclay**                      [Heidi.Barclay@ColoState.EDU](mailto:Heidi.Barclay@ColoState.EDU)                      Controller's Office                      491-4148

#### University Accountant

College of Applied Human Sciences

College of Veterinary Medicine & Biomedical Sciences

College of Liberal Arts

VP Advancement & Strategic Initiatives

**Janice Inman**                      [Janice.Inman@ColoState.EDU](mailto:Janice.Inman@ColoState.EDU)                      Controller's Office                      491-6752

#### University Accountant

Athletics

VP Student Affairs

**Pamela Harrington**      [Pamela.Harrington@ColoState.EDU](mailto:Pamela.Harrington@ColoState.EDU)      Sponsored Programs      491-2389  
(53, 65 and 88 funds)

**Clint McBlair**      [Clint.McBlair@ColoState.EDU](mailto:Clint.McBlair@ColoState.EDU)      Sponsored Programs      491-4038  
(64 fund)

**TWARBUS TRAINING/PROBLEMS ENTERING TRANSACTIONS INTO TWARBUS/NEW CUSTOMERS/PAST DUE CUSTOMERS/INVOICING QUESTIONS/RECEIVABLE QUESTIONS**  
Janet Fox      [Janet.Fox@ColoState.EDU](mailto:Janet.Fox@ColoState.EDU)      ARO Client Support      491-6663

**OBTAIN INITIAL ACCESS TO TWARBUS/MODIFY EXISTING ACCESS TO TWARBUS**  
Connie MacNaughton      [Connie.MacNaughton@ColoState.EDU](mailto:Connie.MacNaughton@ColoState.EDU)      Financial Systems Services      491-2099