Who You Gonna Call?

District Services
Departmental Reference & Contact Numbers

Contact No.

**Accounting**
- Deposits
- Quick $ requests, mileage claims, travel claims, etc.
- Invoice payments
- Student payment plans
- Student sponsorships and financial aid disbursements

**Chancellor & Governing Board Office**
- Chancellor communications
- Connection between colleges, community, and Governing Board
- Governing Board meetings, agenda, minutes and Board materials
- Board Policies and Administrative Procedures
- Government Relations & Public Information

**Budget & Administrative Services**
- Budget development oversight and reporting
- Budget and expense transfers
- Budget calendar
- Operating Procedures
- Forms Depot

**Employee & Labor Relations**
- Training and development
- Leave requests
- Employment concerns/questions
- Compliance/implementation of labor contracts

**Employment & Benefit Services**
- Recruitment
- Employee personnel records
- Employee & Retiree Health Benefits
- Worker's Compensation
- Exiting the District
Facilities Planning/Electronic Maintenance
- Facilities Planning
- Scheduled Maintenance plans
- Prop R coordination
- Colleges and District construction oversight

Information Systems
- Help Desk
- IFAS/Colleague/Sigma/SIRSI/ImageNow/DARS/Blackboard
- Voicemail and phones
- Technology services, including wireless, network, PC support, internet

Payroll
- Payroll disbursements, Direct Deposit
- Leave balance
- Payroll questions
- Timesheets

Public Safety & Parking Services
- Parking questions
- Locked keys in car, dead battery
- Crime prevention
- Police – report accidents

Purchasing & Contracts
- Procurement of supplies, equipment and services
- Procurement Cards
- Donations
- Contracts
- On-line office supply orders

Research, Planning & Institutional Effectiveness
- Student outcomes
- Survey tools
- Institutional effectiveness

Safety & Insurance Services
- Ergonomics and ADA requests/accommodations
- Leave of Absence request
- Driver Safety Data Sheet
- Art exhibits – insurance routing
- Insurance services coordination
- Retirement coordination

Warehouse
- Receiving
- Disposal of surplus property
- Deliveries