

[Stephen Toumey](#)

1. TTS
  - a. 303053 Technology Training Solutions
2. OPD
  - a. 303270 Office of Professional Development
  - b. 376196 Special Activity (Food)
  - c. 386155 Imprest Fund (Sports Fishing School)
  - d. 567293 School Nutrition Leadership Academy
  - e. 679611 UPS / Driver Training Account
  - f. 765456 CPE Gift Account (only OPD; all phases except 30300, 30301 & 30333)

[Latoya Howard](#)

1. Vice Provost
  - a. 211274 MCE&CE Non-Credit
  - b. 221270 MCE&CE VC
  - c. 271270 MCE&CE Overhead
  - d. 303300 Connecting In NC (CINC)
  - e. 376324 Administrative Support Services
  - f. 376344 MCE&CE Marketing Services
  - g. 376399 HackerU Contractual Agreement (overseen by AVP Business Operations/interim); process certified loan and revenue sharing payments
  - h. 376567 Telecommunications
  - i. 663580 William L. Turner Lobby Fund
  - j. 679550 Continuing Education Income
  - k. 679740 Continuing Education/AA Adult Grant Endowment - INC
  - l. 680626 Edwards, C.W. Continuing Education
  - m. 760868 Wakefield / McKimmon
  - n. 991630 Key Haven
  - o. 991658 SMiRT

[Nikki Cofield](#)

1. 991706 MCE&CE Suspense Account: Ungerboeck and other Deposits (primary)
2. 385741 Continuing Education/Destiny Clearing Account (For credit card fees)

[Amy Wilson](#)

1. CEU
  - a. 376323 CEU Operating Account
2. UCPLC

- a. 211002 Upper Coastal Plain Partnership
- b. 303002 Community Outreach
- c. 765456 UCPLC/CPE Gift Account (Phases 30300 & 30301)
- 3. The Gateway
  - a. 201209 Gateway Technology Center
  - b. 303331 ECU/NCSU Collaborative
  - c. 765456 Gateway/CPE Gift Account (Phase 30333)
- 4. CUACS
  - a. 211273 CUACS Academic Affairs & Community Service
  - b. 261271 Urban Affairs Overhead
  - c. 375598 Technical Assistance to Public Schools
  - d. 762532 CUACS Fixed Price Residual
- 5. MCTC
  - a. 311276 McKimmon Conference & Trg. Center
  - b. 375578 McKimmon Repair & Replacement
  - c. 372825 Print Services
- 6. OLLI
  - a. 376456 Osher Lifelong Learning Institute
  - b. 663820 OLLI Annual Giving
  - c. 681039 Encore Endowment - Income
  - d. 760866 OLLI Enhancement Fund
  - e. 769316 OLLI Endowment - Income
  - OLLI Registration assistance primary

[Chris Heggie](#), Business Services Coordinator

- 1. Travel Setup
- 2. SAR (primary); AOE Business Office (backup)
- 3. Safe Control/Accountability
- 4. REPORTER
  - a. Payments and refunds for McKimmon
  - b. Serve as backup to AOE Accountant-C for refunds processing for all campus clients
  - c. MyCAA Invoicing and Payments (VR&E Tungsten Invoicing System (primary))
- 5. HackerU Loan Certifications and distributions to HackerU
- 6. Ungerboeck: All MCE&CE
  - a. Register participants if needed for OPD
  - b. OLLI registration assistance
  - c. Balance deposits on a daily basis
  - d. Refunds and post payments (OPD/MCTC)

- e. Backup to Nikki: Using the client's Purchase Order in Ungerboeck to generate an invoice to business and send electronically to external client
  - f. Any final Destiny refunds issues as needed
7. Inventories
    - a. Capital Asset Management (CAMs) Primary Coordinator
  8. Insurance & Risk Management (data from inventories to ensure building and contents are covered)
  9. ComTech Telephone Statements

[Stacie Varner](#)- Business Services Coordinator for Center for Urban Affairs and Community Services (CUACS)

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  - a. 211273 CUACS Academic Affairs & Community Service
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  - c. 375598 Technical Assistance to Public Schools
  - d. 762532 CUACS Fixed Price Residual
2. CUACS grants