



Who You Gonna Call?

District Services Departmental Reference & Contact Numbers

Contact No.

Accounting

7589

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

Budget & Administrative Services

7578

- Budget development oversight and reporting
- Budget and expense transfers
- Budget calendar
- Operating Procedures
- Forms Depot

Campus & Parking Services

7654

- Parking questions
- Locked keys in car, dead battery

Chancellor & Governing Board Office

7569

- 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

7573

Employee & Labor Relations

7571

- Training and development
- Leave requests
- Employment concerns/questions
- Compliance/implementation of labor contracts

Employment & Benefit Services

7678

- Recruitment
- Employee personnel records
- Employee & Retiree Health Benefits
- Worker's Compensation
- Exiting the District

<u>Districtwide Facilities</u>	7807
<ul style="list-style-type: none"> • Facilities Planning • Scheduled Maintenance plans • Bond program coordination • Colleges and District construction oversight • Electrical Maintenance, access control 	
<u>Information Systems</u>	7547
<ul style="list-style-type: none"> • Help Desk • IFAS/Colleague/Sigma/SIRSI/ImageNow/DARS/Blackboard • Voicemail and phones • Technology services, including wireless, network, PC support, internet 	
<u>Payroll</u>	7902
<ul style="list-style-type: none"> • Payroll disbursements, Direct Deposit • Leave balance • Payroll questions • Timesheets 	
<u>Public Safety</u>	7800
<ul style="list-style-type: none"> • Crime prevention • Police – report accidents 	
<u>Purchasing & Contracts</u>	7585
<ul style="list-style-type: none"> • Procurement of supplies, equipment and services • Procurement Cards • Donations • Contracts • On-line office supply orders 	
<u>Research, Planning & Institutional Effectiveness</u>	7737
<ul style="list-style-type: none"> • Student outcomes • Survey tools • Institutional effectiveness 	
<u>Safety & Insurance Services</u>	7710
<ul style="list-style-type: none"> • Ergonomics and ADA requests/accommodations • Leave of Absence request • Driver Safety Data Sheet • Art exhibits – insurance routing • Insurance services coordination • Retirement coordination 	
<u>Warehouse</u>	7700
<ul style="list-style-type: none"> • Receiving • Disposal of surplus property • Deliveries • Stores orders 	