



HUMANITIES FINANCIAL SERVICES Who Can Assist by Task

Finance Director
Katie Novak
X95742
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**Accounting
Manager/Research
Accountant**
Cynthia Chung
X94451
ckong@ucsc.edu

**Financial Services
Coordinator**
Julie Krueger
Mailstop: Hum Dean's Office
Dean's Office Room 516
X95218
jmk@ucsc.edu

CATEGORY/FUNDS	TASK	WHO CAN ASSIST
FACULTY- LECTURERS - VISITING PROFESSORS		
	Access Systems and Signature Authorization Processing: e.g. CruzyBuy, FIS, InfoView, ProCard, Entertainment	Accounting Manager
	Account analysis and monthly reconciliation	Financial Services Coordinator
	Account reports	Financial Services Coordinator
	Activity code set up	Financial Services Coordinator
	Bookstore recharge processing	Financial Services Coordinator/Finance Dir.
	Faculty onboarding and training	Financial Services Coordinator
	Faculty relocation – policy and form guidance	Financial Services Coordinator
	Financial paperwork submit to	humaccou@ucsc.edu . Mail to Humanities Dean's Office, Attn: Faculty Financial Services or drop off at HUM1 room 516
	Financial policy questions	Financial Services Coordinator
	FOAPAL approval and questions	Financial Services Coordinator
	Hiring independent contractors - assistance with policy	Financial Services Coordinator
	Journal transfers	Financial Services Coordinator
	ProCard monthly statement review (ProCard Reviewer)	Finance Director
	ProCard new account setup (Pro Card Administrator)	Accounting Manager
	Purchase order liquidation	Financial Services Coordinator
	Purchase orders/requisition processing	Financial Services Coordinator
	Reimbursements – assistance filling out forms and submit to	Financial Services Coordinator

	Relocation questions and forms processing	Financial Services Coordinator
	Student hire budget approval	Financial Services Coordinator
	Travel documents – assistance filling out forms and submit to Unit 18 Professional Development funds	Financial Services Coordinator
DIV/DEPT/PROG		
	Access Systems and Signature Authorization Processing: e.g. CruzyBuy, FIS, InfoView, ProCard, Entertainment	Accounting Manager
	Account analysis and monthly reconciliation	Finance Director
	Activity code setup	Financial Services Coordinator
	Budget meetings	Finance Director
	Budget reports	Financial Services Coordinator
	Cashier deposits	Financial Services Coordinator
	Division/campus budget allocations	Finance Director
	Entertainment – division top level	Submit to humdean@ucsc.edu for Dean approval
	Entertainment – Dean’s office EEC	Finance Director
	Expense approval > \$5,000 and bookstore recharges	Finance Director
	Expense approval Dean’s office	Finance Director
	General accounting questions	Financial Services Coordinator
	Journal transfers	Financial Services Coordinator
	ProCard monthly statement review (ProCard Reviewer)	Finance Director
	ProCard new account setup (Pro Card Administrator)	Accounting Manager
	Purchase order liquidation	Financial Services Coordinator
GRANTS/AWARDS – through OSP		
	Audit contact	Research Accountant
	Effort reporting	Research Accountant
	Financial reporting	Research Accountant
	Grant new award FOAPAL authorization	Finance Director
	Grant proposal budget authorization	Research Accountant
	Policy guidance	Research Accountant
	Transaction review and approval	Research Accountant
OTHER FINANCIAL SERVICES		
	E-Communications	Financial Services Coordinator
	Webpages	Financial Services Coordinator

**QUESTIONS ON
FINANCIAL OR SYSTEMS
PROCESSING**

Contact UCSC Accounting

Direct Pay, Reimbursements
aphelp@ucsc.edu

Travel
travelhelp@ucsc.edu

Entertainment
entertainmenthelp@ucsc.edu

CruzBuy
buy4me@ucsc.edu

ProCard
procard@ucsc.edu

New Hire Relocation
newhirerelocation@ucsc.edu