



MEMORANDUM

From the Office of Strategic Sourcing & Payments

TO: Deans, Directors and Department Heads

FROM: Jean C. Hines, Director of Strategic Sourcing & Payments

RE: Accounts Payable Office Realignment

DATE: March 16, 2015

The Accounts Payable Office is responsible for processing employee and student reimbursements as well as vendor payments. Our goal is to ensure that all requests for payments on behalf of the University are processed accurately, timely and in accordance with federal regulations and institutional guidelines.

In an effort to better serve you, we have realigned functions within Accounts Payable (AP) to provide more individualized service. Each University business unit will now have its own Accounts Payable Specialist, dedicated to the specific needs of that unit. (Please see attached list of Business Unit assignments.)

Your Accounts Payable Specialist will be available to answer questions about items that you have submitted for payment or reimbursement, act as a resource regarding payment processing, and provide information on University policies and procedures. Your Specialist is also available to assist in training new employees who may have accounts payable responsibilities on AP forms, processes, and procedures, and even attend departmental meetings.

We believe that this realignment will help us provide better customer service to you and your area by allowing your Accounts Payable Specialist to become more familiar with your day-to-day payment operations. Our Accounts Payable Specialists are enthusiastic about partnering directly with your units. You should be receiving a note from your Accounts Payable Specialist shortly, introducing themselves to you and your teams.

As always, please feel free to contact Francheska Williams, Accounts Payable Manager, or me with any specific questions or concerns related to your area's AP related activities. Our contact information is below:

Jean Hines jhines@richmond.edu, x8181
Francheska Williams (fwillia2@richmond.edu), x8176

Thank you.



Office of Strategic Sourcing & Payments

Accounts Payable Staff Business Unit Assignments

Crystal Amado, camado@richmond.edu, x6051

- Athletics
- Center for Civic Engagement
- Robins School of Business
- School of Law
- Student Development

Sharon Johnson, sjohns2@richmond.edu, x8180

- Enrollment Management
- Information Services / Library
- Office of International Education
- School of Arts & Sciences

Isaac Hargrove, ihargrov@richmond.edu, x8179

- Advancement
- Business & Finance
- Chaplaincy
- Institutional Effectiveness
- Jepson School of Leadership Studies
- Modlin Center (Arts & Sciences)
- President's Office / General Counsel
- Provost's Office / Academic Affairs
- Registrar
- SPCS
- Spider Management

Accounts Payable Inbox

acctpay@richmond.edu

Accounts Payable Manager

Francheska Williams, fwillia2@richmond.edu, x8176

Director, Strategic Sourcing & Payments

Jean Hines, jhines@richmond.edu, x8181