

Business Affairs Office Contacts

NAME	TITLE	FUNCTIONS	OFFICE	PHONE
Cathy Dyck	Interim Director BAO	<ul style="list-style-type: none"> • Director of Business Affairs 	SN 102	5-1237
Tanya Baxter	Administrative Program Specialist	<ul style="list-style-type: none"> • Assistant to the Director • Procurement Card Administrator 	SN102A	5-1813
Michelle Meyer, CPA	Manager of Accounting Services	<ul style="list-style-type: none"> • Debt and Capital Asset Management • Annual Audit • External Financial Statements • Taxes 	SN 102	5-1628
Cindy Childers	Accounting Manager	<ul style="list-style-type: none"> • General Accounting Oversight • Month and Fiscal Year End Close • Tuition and Fee Setting Process • Fee Table Maintenance • Fee Assessment • 1099 Reporting 	SN 101	5-1217
Karissa Guthrie	A/R Manager	<ul style="list-style-type: none"> • Student Account Adjustments • Direct Supervisor of Accounts Receivable • FA Remission Reporting • 1098-T Reporting 	SN 115	5-1240
Faletha Fowler	Financial Aid Accountant	<ul style="list-style-type: none"> • Financial Aid Refunds • Reconcile/Balance FA Accounts • Scholarship Processing • Institutional Loans • Perkins & Institutional Loan Exit Interviews • Graduation Holds 	SN 115	5-1227
Shelly Gates	A/R Accountant	<ul style="list-style-type: none"> • Student and 3rd Party Billing • Wire Entries • Payment Plan Arrangements • Registration Agreements • Revenue Agent 	Cashier's Office	5-1203
Keli Patterson-Stelley	Lead Cashier	<ul style="list-style-type: none"> • Student Account Interpretation • Payment/Refund Processing • Distribute Parking Permits • Payment/Registration Agreements • Emergency Loans 	Cashier's Office	5-1202
Nilda L. Pena	Accounts Payable Accountant I	<ul style="list-style-type: none"> • Approve Invoices/Personal Reimbursements • Approve & Enter Travel Reimbursements • Approve Encumbrances (Travel Reservations) • Reconciliation for Airfare/Car Rental 	SN 114	5-1226
Mandy Conley	Administrative Program Assistant/Accounts Payable	<ul style="list-style-type: none"> • Approve Invoices/Personal Reimbursements • Approve/Enter Travel Reimbursements • Approve Encumbrances (Travel Reservations) • Procurement & Group Card Accounting 	SN 114	5-0567
EMAIL ADDRESSES		ITEMS TO SEND		
baoapay@oit.edu		<ul style="list-style-type: none"> • Invoices • Documents to Scan Into Nolij 		
baotravel@oit.edu		<ul style="list-style-type: none"> • Travel Authorization Paperwork (Pre-payments, etc.) • Travel Reimbursement Paperwork 		