

## Budget Office Contact List, as of April 15, 2024

<b>For</b>	<b>Primary Contact</b>	<b>Ext.</b>
<b>Action Sheets</b>	<b>Josie Warren</b>	<b>2554</b>
<b>Admin Overhead Charges</b>	<b>Rene Malaise</b>	<b>2215</b>
<b>Budget Deficits</b>	<b>Josie Warren</b>	<b>2554</b>
<b>Budget Transfers (Regular &amp; JIRA)</b>	<b>Tony Templeton</b>	<b>2023</b>
<b>Financial Plans (Regular &amp; JIRA)</b>	<b>Tony Templeton</b>	<b>2023</b>
<b>New Funds</b>	<b>Sharon Jordan</b>	<b>3028</b>
<b>Requisitions</b>	<b>Procurement Office</b>	<b>2628</b>

For the following Orgn options, use The UWF Service desk for Banner Chart of Accounts Changes.

### **Organizations-New**

To add a new organization, submit a Jira ticket [here](#).

*Provide the following information:*

Name of Department

Pred Orgn

Program Code

Financial Manager

Purpose

### **Organizations-Change to Existing**

To change an existing organization, submit a Jira ticket [here](#).

*Provide the following information:*

Orgn Number

Legacy Number

Change Needed

### **Organizations-Inactivate**

To inactivate an existing organization, submit a Jira ticket [here](#).

*Provide the following information:*

Orgn Number

Legacy Number

Explain if you are inactivating the index, organization, or both and why.

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<b><u>Position Numbers</u></b>	<b>Josie Warren</b>	<b>2554</b>
Email <a href="mailto:budgets@uwf.edu">budgets@uwf.edu</a> and <a href="mailto:jwarren1@uwf.edu">jwarren1@uwf.edu</a>		
<i>Provide the following information:</i>		
Department Name		
Department Index		
Class Code		
Class Title		
Funding Source(s)		
FTE & Location		
<b>Training</b>	<b>Tony Templeton</b>	<b>2023</b>
<b>Web Pages</b>	<b>Rene Malaise</b>	<b>2215</b>
<b>All Else and Secondary Contact</b>	<b>Josie Warren</b>	<b>2554</b>