

Topic	Detail	Primary Contact
Account No-Cost Extension	ME Grant Accounts: 4xx(excluding 497 and 490)	Grant Coordinator (Patti Thrasher)
Account Numbers & Sub Accounts	ME Accounts: 1xx, 7xx, 2xx, 4xx and 907	Fiscal Officer (Rachael Gross)
Cardinal Sheet	Internal Routing system for ME Administered ISU Foundation Sponsored Project Proposals	Grant Coordinator (Patti Thrasher)
Cayuse	External Routing system for ME Administered Sponsored Project Proposals to be submitted through grants.gov	Grant Coordinator (Patti Thrasher)
Cost Sharing and Effort Reporting on 4XX Accounts	Cost Sharing, EASE forms	Grant Coordinator (Patti Thrasher)
Costing Policies	ISU Allowability and Appropriateness	Fiscal Officer (Rachael Gross)
Costing Policies on Sponsored Funding	Allowability and Appropriateness for Grant Funding	Grant Coordinator (Patti Thrasher)
Course Buyout	Portion of the person's time being shifted to the alternate funding source	Fiscal Officer (Rachael Gross)
CyBUY Approvals- Grant Funding	ME Grant Accounts: 4xx(excluding 497 and 490)	Grant Coordinator (Patti Thrasher)
CyBUY Approvals- Non-grant Funding	ME Non-grant Accounts: 1xx, 7xx, 2xx, 497, 490 and 907	Fiscal Officer (Rachael Gross)
CyBUY Processing	CyBuy transaction Processing for all ME employees	Purchasing Clerk (Deb Schroeder)
Departmental Statements	Monthly Account Statements, Transaction Detail and Encumbrance Detail	Administrative Specialist (TBD)
Disbursement Vouchers (DV)	Utility Billing, Speaker Payment, Research Participants >\$100	Purchasing Clerk (Deb Schroeder) or Administrative Specialist II (Neeley Lehman)
Distribution of Income and Expense (DI)	Distribute receipts or expenditures (rare)	Fiscal Officer (Rachael Gross)
Document Retention	Documentation retention and policy	Fiscal Officer (Rachael Gross)
e-Data - Financial Accounting & Reporting	ME Grant Accounts: 1xx, 7xx, 2xx, 490 and 907	Fiscal Officer (Rachael Gross)
e-Data - Sponsored Programs Accounting	ME Grant Accounts: 4xx(excluding 497 and 490)	Grant Coordinator (Patti Thrasher)
Electronic Personnel Actions (EPA)	Personnel Actions for the following pay bases: A/B, P, M, K and E/H	Administrative Specialist II (Neeley Lehman)
Electronic Personnel Actions (EPA) and Letter of Intent	Personnel Actions for the following pay bases: C & D	Graduate Program Assistant(Hallie Golay)
Employee Reimbursement	Travel and non-travel reimbursements for ISU employees	Administrative Specialist II (Neeley Lehman)
Equipment Inventory	Equipment Tracking and Management for ME assets	Purchasing Clerk (Deb Schroeder)
FastLane	External Routing system for ME Administered Sponsored Project Proposals to be submitted to NSF	Grant Coordinator (Patti Thrasher)
Fee-for-Service Operation Billing	Fee-for-Service Billing	Purchasing Clerk (Deb Schroeder)
Fee-for-Service Operation Rates	202 Fee-for-service Account Rate structure review and establishment	Fiscal Officer (Rachael Gross)
General Error Corrections (GEC)	Move a specific receipt or expenditure transaction from one Account or Sub-Account to another	Purchasing Clerk (Deb Schroeder) or Fiscal Officer (Rachael Gross)
Goldsheet	Internal Routing system for ME Administered Sponsored Project Proposals through OSPA	Grant Coordinator (Patti Thrasher)
Hourly Payroll	XH Hire Forms, Hourly Payroll Documentation, Time Keeping, Work-study and Payroll Policy/Procedures	Administrative Specialist (TBD/Neeley Lehman)
Incentive (490) Accounts	Balances and Account Management	Fiscal Officer (Rachael Gross)
Institutional Review Board (IRB) Forms	Research involving human participants at ISU must receive IRB approval in accordance with federal regulations	Purchasing Clerk (Deb Schroeder)
Internal Billings (IB)	Fee-for-Service Billing	Purchasing Clerk (Deb Schroeder)
Internship	Process internship forms?	Purchasing Clerk (Deb Schroeder)
ISU Foundation (497) Accounts	Balances and Account Management	Fiscal Officer (Rachael Gross)

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Moving Expenses	Expenses for new hires related to moving	Administrative Specialist II (Neeley Lehman)
Non-Check Disbursement (ND)	ACH, Wire Transfers and Petty Cash	Purchasing Clerk (Deb Schroeder) or Fiscal Officer (Rachael Gross)
Non-Employee Reimbursement	Travel and non-travel reimbursements for external parties	Administrative Specialist II (Neeley Lehman)
Object and Org Codes	Crosswalk for Budgeting	Fiscal Officer (Rachael Gross)
Payroll Correction Vouchers	Moving Hourly Payroll Expenditures from one Account to Another	Administrative Specialist (TBD/Neeley Lehman)
Petty Cash Request	Research participants receiving compensation	Fiscal Officer (Rachael Gross)
Proposal Budget/Justification Preparation and Review	ME Administered Sponsored Projects	Grant Coordinator (Patti Thrasher)
Purchasing Card Approvals- Grant Funding	ME Grant Accounts: 4xx(excluding 497 and 490)	Grant Coordinator (Patti Thrasher)
Purchasing Card Approvals- Non-grant Funding	ME Non-grant Accounts: 1xx, 7xx, 2xx, 497, 490 and 907	Fiscal Officer (Rachael Gross)
Purchasing Card Processing	Purchasing Card transaction processing for ME cardholders	Purchasing Clerk (Deb Schroeder)
Research Experience for Undergraduates (REU)	Process REU forms	Purchasing Clerk (Deb Schroeder)
Salary Expense Transfers (ST)	Moving Hourly/Salary Payroll from Account Level to Sub Account Level	Administrative Specialist (TBD/Neeley Lehman)
Service Billings (SB)	Cylinder Billing, Telecom Billing, Chemistry Stores, Bookstore Billing	Purchasing Clerk (Deb Schroeder)
Simple Disbursement Vouchers (SDV)	Non-Employee Reimbursement, Check Only Disbursements(rare), Research Participants < \$100	Purchasing Clerk (Deb Schroeder) or Administrative Specialist II (Neeley Lehman)
Sponsored Programs (4XX) Account Balances	Balances and Account Management	Grant Coordinator (Patti Thrasher)
Sponsored Programs Financial Reports	ME Grant Accounts: 4xx(excluding 497 and 490)	Grant Coordinator (Patti Thrasher)
Startup Accounting (706 and 721)	Assistance with Startup Funding	Fiscal Officer (Rachael Gross)
Summer Salary	Summer Pay for 9-month faculty	Fiscal Officer (Rachael Gross)
Supplemental Course Fees	Some courses have expenses above the cost of tuition that enhance the instruction.	Fiscal Officer (Rachael Gross)
Systems Access	Access to e-data, Quali and other financial systems	Fiscal Officer (Rachael Gross)
Transfers of Funds (TF)	Transfer funds from one account to another (rare)	Fiscal Officer (Rachael Gross)
Travel Policy Questions	Employee and non-Employee Travel Policy and Restrictions	Administrative Specialist II (Neeley Lehman)
Vacation/Sick Leave	Vacation and Sick leave monthly tracking	Administrative Specialist II (Neeley Lehman)
Web Requisitioning	Large Purchases which exceed the P-card limits	Purchasing Clerk (Deb Schroeder)
Web Requisitioning Approvals- Grant Funding	ME Grant Accounts: 4xx(excluding 497 and 490)	Grant Coordinator (Patti Thrasher)
Web Requisitioning Approvals- Non-grants	ME Non-grant Accounts: 1xx, 7xx, 2xx, 497, 490 and 907	Fiscal Officer (Rachael Gross)
Year End Closing	Fiscal year end closing procedures	Fiscal Officer (Rachael Gross)