

Key Contacts for Various Charges & Reports

Do you know who to contact if you have questions regarding the person responsible on an account or want to change the account that is being charged for expenses by other departments?

Telecomm Charges- if you need to change the cost center (or WBS) to which your Telecomm expenses should be charged, please call **ext. 3091**. The individual answering your call will direct you, based on the building you are associated with. If you don't know the building, you can be transferred to one of the assistants, and based on the cost center, they can direct you to the correct person.

Copier Charges- if you need to change the cost center (or WBS) to which your Copier expenses should be charged, please call **Judy Lannen at ext. 3048** or email her at lanne1jm@cmich.edu .

Mailroom Charges- if you need to change the cost center (or WBS) to which your Mailroom expenses should be charged, please call **Linda Richter at ext. 3298** or email her at richt1lj@cmich.edu .

Payroll Distribution Report- if you are not receiving your reports at the correct location or they are not addressed to the correct person, please contact **Accounting Services at ext. 2571**.

Credit Card Charges- if you need to change the default cost center (or WBS) to which your Credit Card charges should be charged, please call **Chris Zalud at ext. 3797** or email her at zalud1ce@cmich.edu or **Sara Yonkey at ext. 7358** or email her at yonke1sl@cmich.edu. This change would apply to the default cost center only. Departments can still make changes to the cost center or general ledger account number for specific charges by using ActivePay.