

# General contacts

	SERVICE	INTERIM CONTACT	SECONDARY CONTACT
<b>Finance</b>	All general questions	The person you would normally contact	Linda Sutton 8-4230
	Accounts Payable		Elizabeth Reyes, 8-2019
	Payroll (including PAFs, Extra Comp, Direct deposits)		Marjorie Rush, 8-2073
	Grant & Contract Accounting		Judy Clark, 8-2018
	Tax Related (including non-resident alien payments)		Claudia Robles, 8-2009
	Journal Entries		Clint Gilchrist, 8-4836
	Ad Hoc Requests		Vinh Pham, 8-2895
<b>IT</b>	Emergency classroom support	The person you would normally contact	Call 8-8888
	All other questions		Call or email the Helpdesk for problem resolution or appropriate question routing (8-HELP or <a href="mailto:help@smu.edu">help@smu.edu</a> )
<b>Facilities</b>	For renovation / new construction projects	The person you would normally contact	Jay Meister, 8-4810 or <a href="#">project request</a>
	Work order placement / follow up		<a href="#">Service Response Center (SRC)</a> 8-3494
	Facilities administration questions		Allison Day 8-4042
	For hot/cold calls		8-3266
	General facilities questions		Smu.edu/facilities or <a href="mailto:FacilitiesInfo@smu.edu">FacilitiesInfo@smu.edu</a>
<b>Other</b>	Travel / Concur / Meals	The person you would normally contact	Millicent Grant, 8-2800 or <a href="mailto:travel@smu.edu">travel@smu.edu</a>
	SMU Card		Monica Corte, 8-4151 or <a href="mailto:expense@smu.edu">expense@smu.edu</a>
	Office supply orders		Cathy Heckman, 8-2174
	Printers		<a href="mailto:Imagenet@smu.edu">Imagenet@smu.edu</a>
	Cell phones		Rachel Mulry, 8-1164