

Payment Services Team

Jan Bakken, Account Technician777-4565 ♦ jan.bakken@UND.edu

- Audit Travel & Expense reports for last names beginning L-Z
- Audit & approve Jaggaer payments L-Z
- Audit & approve journal vouchers
- Audit Pcard transactions

Carl Iseminger, Payment Services Technician777-4131 ♦ carl.iseminger@UND.edu

- Front office customer care
- Office coordinator
- Process payments & mail
- Audit Travel & Expense reports for last names beginning A-K
- Audit & approve Jaggaer payments A-K

Shweta Tyagi, Payment Services Specialist777-2965 ♦ shweta.tyagi@UND.edu

- Processes departmental payment uploads into PeopleSoft
- Processes payroll vouchers
- Troubleshoots Jaggaer payment error queues
- Processes payments through Perceptive Content for UND & CTS
- Supplier payment research, as needed

Brandon Wallace, Procurement & Payment Services Accountant777-4855 ♦ brandon.wallace@UND.edu

- Pcard Administrator - oversees the Pcard process, auditing, and training
- Reviews foreign supplier payments
- 1099 processing
- PeopleSoft supplier setup and maintenance
- Jaggaer supplier setup and maintenance
- Supervises Payment Services student employees
- Alumni billing and reconciliation

Tonya Parton, Payment Services Manager

777-6316 ♦ tonya.parton@UND.edu

- Oversees the accounts payable team that audits Travel & Expense, Pcard, invoices, & journal vouchers
- Invoice management in Jaggaer
- Initiates capital leases
- Processes virtual card reconciliation and handles virtual card declines
- Backup Commodity/Purchasing Contact for:
 - Hospital, Surgical, and Related Medical Accessories (Primary contact is Louis Christoffer)
 - Laboratory Equipment (Primary contact is Louis Christoffer)
 - Pharmaceuticals and Biologicals (Primary contact is Louis Christoffer)
 - Printers, Office Machines, Equipment, and Accessories (Primary contact Jana Thompson)

Laura Nelson, Director of Finance

777-2772 ♦ laura.m.nelson@UND.edu

- Leads Payment Services Team & Treasury Team
- Subject matter expert and administrator for Jaggaer Payment Solution
- Audit receipting in Jaggaer

Procurement Services Team

Louis Christoffer, Procurement Officer

777-5854 ♦ louis.christoffer@UND.edu

- Responsible for Jaggaer Contract Module and contract questions
- Tracks purchase orders and order placement assistance
- Executes bids & RFP's
- Reviews and approves purchase requisitions for adherence to NDCC and NDUS/UND policies & procedures
- Supplier relations
- Commodities/Purchasing Contact for:
 - Engineering
 - Environmental Assessment/Research
 - Hospital, Surgical, And Related Medical Accessories
 - Laboratory Equipment
 - Pharmaceuticals and Biologicals
 - Television Equipment and Accessories
 - Visual Education Equipment and Supplies

Dave Krause, Procurement & Business Analyst

777-2971 ♦ david.krause@UND.edu

- Jaggaer solutions IT expert
- Supervises procurement student employees
- Procurement analytics
- Purchasing policy and procedure guidance
- Commodities/Purchasing Contact for:
 - Aviation Equipment and Supplies (Primary contact is Matt Odom)
 - Computers, Information/Data Processing Systems, Hardware, and Software (Primary contact is Jana Thompson)

Matthew Odom, Procurement Specialist

777-3881 ♦ matthew.w.odom@UND.edu

- Jaggaer purchase orders and order placement assistance
- Contract question assistance
- Executes bids and RFP's
- Backup Purchasing Card Administrator - card requests/terminations, waivers, assist with account issues in JP Morgan
- Purchasing policy and procedure guidance
- Supplier relations
- Commodities/Purchasing Contact for:
 - Athletic Equipment, Supplies, and Services
 - Aviation Equipment and Supplies
 - Clothing, Apparel, Uniforms, and Accessories
 - Communications and Media Related Services
 - Marketing Services
 - Music Equipment and Supplies
 - Printing
 - Promotional and Advertising Items
 - Security, Fire, Safety, and Emergency Services
 - Telecommunication Equipment and Supplies

Samantha Hogan, Facilities Procurement Officer

777-2591 ♦ s.hogan@und.edu

- Commodities/Purchasing Contact for:
 - Architect-Engineering and other professional design services
 - Building Maintenance and Repair Services
 - Facilities Management
 - Furniture
 - Janitorial Supplies and Equipment
 - Planning, Design, and Construction Projects

Jana Thompson, Director of Procurement & Continuous Improvement

777-2126 ♦ jana.k.thompson@UND.edu

- Subject matter expert and administrator for Jaggaer procurement software
- Executes RFP's
- Contract Signature Authorization
- Process Improvement project execution
- Purchasing policy and procedure oversight
- Supplier relations
- Commodities/Purchasing Contact for:
 - Computers, Information/Data Processing Systems, Hardware, and Software
 - Dining: Food, Cafeteria and Kitchen Equipment
 - Professional Services (Finance, Legal, Insurance, etc.)
 - Search Firms
 - Travel Agency, Chartering, and Tour Guide Services

Treasury Team

Emily Goodoien, Accounting Specialist

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- Reconciles Student Finance, Touchnet, Marketplace, credit card transactions
- Posts payroll journal
- Gift reporting
- Posts Student Finance journal errors
- Set up Marketplace uStore
- Assists in management of departmental deposit processing

Lisa Heher, Director of Treasury

777-4575 ♦ lisa.heher@UND.edu

- Leads Treasury Team (cash & investments)
- Reviews and processes departmental requests for acceptance of credit/debit card transactions
- Annual PCI DSS SAQ/AOC (credit card security) training and reporting
- Banking, including ACH (direct deposit), wires, transfers
- Management of departmental deposit processing and daily reconciliations
- Bank account, general ledger and accounts receivable reconciliations

Asset Management

Melissa Mager, Financial Accountant
777-5672 ♦ melissa.mager@UND.edu

- Asset Management financial statement accounting
- Lease financial statement accounting (payable and receivable)
- Trustee bond accounting
- Responsible for the journal entry process
- Provide guidelines for annual major and minor equipment inventory
- Unclaimed property compliance

Controller's Office

Sharon Loiland, Controller
777-3178 ♦ sharon.loiland@UND.edu

- Leads team that is responsible for UND financial statements, general ledger integrity, procurement and payables, treasury functions, asset management, and financial reporting
- Liaison to UND Bookstore

Laura Knox, Senior Accountant & Analyst
777-6155 ♦ laura.knox@UND.edu

- General ledger transactions/balances
- Financial reporting
- Information Builders reporting & data integrity
- Internal controls
- 990-T preparation coordinator - UBIT (Unrelated Business Income Tax)
- PeopleSoft Finance Campus Access Control Officer (CACO)

Patty Schoenrock, Administrative Officer to AVP-Finance & Controller
777-2243 ♦ patty.schoenrock@UND.edu

- Administrative assistant to Sharon
- Schedules Sharon's calendar