



Rochester Institute of Technology

Controller's Division Accounting Office

To: University Managers
From: Katie Udkovich, Controller's Office - Manager Accounting Operations
Date: June 12, 2020
Subject: **Fiscal Year 2020: Year-End Closing Procedures – Subject Matter Contacts**

Assistance with Year-End Processes

If you have questions or require assistance, you may contact the following individuals. To best accommodate questions during remote work environment, email is preferred method of contact.

Subject	Name	E-mail
Agency Accounts (Projects beginning with a 9XXXX)	Accounting	acctg@rit.edu
Budget Entries	Chris Monaco Molly Johnson	budget@rit.edu
Capital Equipment Statements (Project 84200)	Molly Johnson	mejbgt@rit.edu
Department Statements, Encumbrances	Accounting	acctg@rit.edu
Fixed Assets & Plant Project Accounts	Jane McGrath-Briggs	propertyacctg@rit.edu
Gift & Endowment Projects (2, 6 & 7 XXXX)	Pricilla Schiffhauer	plcto@rit.edu
Grants & Contracts (3XXXX, AXXXX-PXXXX projects)	Sponsored Programs Accounting	See SPA directory: https://www.rit.edu/fa/controller/sponsored/assignments.html
Invoice Payment Forms	Accounts Payable	accpay@rit.edu
Journal Entries, Petty Cash, Deposits, Internal File Feeds	Accounting	acctg@rit.edu
On-line Employee Expense Reimbursements	Barbara Thome	bltap@rit.edu
On-line Travel Expense Reimbursements	Barbara Thome	travel@rit.edu
Payroll Expenses	Bill Zimmerman	payroll@rit.edu
Procurement Card Purchases	Valerie Russell	pcard@rit.edu
Purchase Order Invoices	Accounts Payable Sherry Lupo	accpay@rit.edu purchase@rit.edu
Purchase Order Accruals	Sherry Lupo	purchase@rit.edu
Special & Designated Projects (1XXXX)	Accounting	acctg@rit.edu
Vendor System Contracts/External File Feeds	Accounting	acctg@rit.edu