### Contacts for Help List - Whom Should I Call?

<table>
<thead>
<tr>
<th>Questions about...</th>
<th>Office with Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correcting activity in FAS accounts (non-payroll)</td>
<td>Controller's Office</td>
</tr>
<tr>
<td>Correcting payroll expenses</td>
<td>Payroll Office</td>
</tr>
<tr>
<td>Creating new FAS FOAPs</td>
<td>Controller's Office</td>
</tr>
</tbody>
</table>

#### FAS FOAP activity:
- Bookstore charges: **Bookstore**
- Food Service event charges: **Food Service**
- Printing/high volume copying charges: **FedEx/Kinko’s**
- Copy Card charges: **All Card Center**
- Printing services charges: **Printing Services**
- Postage charges: **Post Office**
- All other activity: **Controller's Office**
- Budget availability: **Financial Planning and Budgeting**
- Student Government funds: **Student Government**
- Purchase orders: **Purchasing Office**
- Reimbursements: **Accounts Payable**
- Budget revisions: **Financial Planning and Budgeting**
- Getting Finance Administrative Systems access: **Controller's Office**
- Encumbrances (other than payroll): **Purchasing Office**
- Payroll encumbrances: **Financial Planning and Budgeting**
- Travel expenses and travel policy: **Accounts Payable**
- Expenditures for vendors: **Accounts Payable**
- Interdepartmental charge/order forms: **Controller's Office**
- Restricted accounts: **Controller's Office**