



# Who You Gonna Call?

## District Services Departmental Reference & Contact Numbers

**Contact No.**

**Accounting**

7589

- Deposits
- Quick \$ requests, mileage claims, travel claims, etc.
- Invoice payments
- Student payment plans
- Student sponsorships and financial aid disbursements

**Chancellor & Governing Board Office**

7569

- Chancellor communications
- Connection between colleges, community, and Governing Board
- Governing Board meetings, agenda, minutes and Board materials
- Board Policies and Administrative Procedures
- Government Relations & Public Information

7573

**Budget & Administrative Services**

7578

- Budget development oversight and reporting
- Budget and expense transfers
- Budget calendar
- Operating Procedures
- Forms Depot

**Employee & Labor Relations**

7571

- Training and development
- Leave requests
- Employment concerns/questions
- Compliance/implementation of labor contracts

**Employment & Benefit Services**

7678

- Recruitment
- Employee personnel records
- Employee & Retiree Health Benefits
- Worker's Compensation
- Exiting the District

<b><u>Facilities Planning/Electronic Maintenance</u></b>	7807
<ul style="list-style-type: none"> <li>• Facilities Planning</li> <li>• Scheduled Maintenance plans</li> <li>• <i>Prop R</i> coordination</li> <li>• Colleges and District construction oversight</li> </ul>	
<b><u>Information Systems</u></b>	7547
<ul style="list-style-type: none"> <li>• Help Desk</li> <li>• IFAS/Colleague/Sigma/SIRSI/ImageNow/DARS/Blackboard</li> <li>• Voicemail and phones</li> <li>• Technology services, including wireless, network, PC support, internet</li> </ul>	
<b><u>Payroll</u></b>	7902
<ul style="list-style-type: none"> <li>• Payroll disbursements, Direct Deposit</li> <li>• Leave balance</li> <li>• Payroll questions</li> <li>• Timesheets</li> </ul>	
<b><u>Public Safety &amp; Parking Services</u></b>	7654
<ul style="list-style-type: none"> <li>• Parking questions</li> <li>• Locked keys in car, dead battery</li> <li>• Crime prevention</li> <li>• Police – report accidents</li> </ul>	
<b><u>Purchasing &amp; Contracts</u></b>	7585
<ul style="list-style-type: none"> <li>• Procurement of supplies, equipment and services</li> <li>• Procurement Cards</li> <li>• Donations</li> <li>• Contracts</li> <li>• On-line office supply orders</li> </ul>	
<b><u>Research, Planning &amp; Institutional Effectiveness</u></b>	7737
<ul style="list-style-type: none"> <li>• Student outcomes</li> <li>• Survey tools</li> <li>• Institutional effectiveness</li> </ul>	
<b><u>Safety &amp; Insurance Services</u></b>	7710
<ul style="list-style-type: none"> <li>• Ergonomics and ADA requests/accommodations</li> <li>• Leave of Absence request</li> <li>• Driver Safety Data Sheet</li> <li>• Art exhibits – insurance routing</li> <li>• Insurance services coordination</li> <li>• Retirement coordination</li> </ul>	
<b><u>Warehouse</u></b>	7700
<ul style="list-style-type: none"> <li>• Receiving</li> <li>• Disposal of surplus property</li> <li>• Deliveries</li> </ul>	