

**Year-end closing schedule  
Fiscal Year ending May 31, 2017**

**KEY CONTACTS LIST**

New accounts/account changes (non-sponsored)		
Medical campus.....	Sergio Santos	6-9395
All others.....	David Salzburg	8-5912
Account access for FRS/DMAS.....	Luis Dongo	8-1028
New accounts/account changes (sponsored only)		
Rosenstiel.....	Dawn Reynolds	5-4079
Gables & Medical Campus.....	Rita Castaneda	8-4063
eChecks (DE/GAs).....	Disbursements	8-3564
Travel reimbursements (eBERFs/BERFs).....	Disbursements	8-3564
Accounts Payable (invoices, receiving reports)		
UMHC/ABLEH.....	Pat Viteri	6-6054
All others.....	Hazel Burgess	8-1962
Purchasing Card (Pcard).....	Sean Sadler	8-2417
Purchasing (Purchase Orders)		
Gables campus.....	Ignacio Calle	8-8963
Rosenstiel campus.....	Kenneth Pallais	8-9779
Medical campus.....	Gigi Nuñez	8-8880
Payroll.....	Alicia Lopez	8-3556
DHRS Salary Journals & HR Workday PAA		
Non Sponsored.....	William Caiaffa	8-3509
Office of Res. Administration Gables & Medical.....	William Caiaffa	8-3509
Office of Res. Administration Rosenstiel campus.....	William Caiaffa	8-3509
Accruals and Deferrals of Expenses and Revenues		
Medical campus.....	Sergio Santos	6-9395
All others.....	Martha Arocha	8-6148
Journal Entries:		
Medical campus.....	Sergio Santos	6-9395
All others.....	Martha Arocha	8-6148
General Accounting.....	Piedad Muñoz	8-4244
Financial Reporting.....	Liza Liber	8-4352
FRS Ad Hoc Reporting/General User Support .....	Alex Canetti	8-4659