

WBS ELEMENT	BILLING SECTION	Administrative Manager	Analyst	Specialist	Associate Director
30X XXXX BFR 0xxxxxxx to 686020158x	D	Debra Royster	Brenda Kirk	Elaina Cheek	Heather Webb
30X XXXX BFR 686020159x to End	E	Pat Thompson	Rachael Culler	Connie Tubiolo	Michelle Rigsbee
31X XXXX	C	Leigh Anne Arnold	Angela Williams	Sherrie Clayton	Heather Webb
32X XXXX	C	Leigh Anne Arnold	Angela Williams	Sherrie Clayton	Heather Webb
33X XXXX BFR 0xxxxxxx To 6056500000	A	Kim Vance	Cynthia Alexander	Donna Cates	Michelle Rigsbee
33X XXXX BFR 6064000000 To END	B	Rose Wilkerson	Donna Emory	Sylvia Cotton	Sandy Hart
34X XXXX	C	Leigh Anne Arnold	Angela Williams	Sherrie Clayton	Heather Webb
35X XXXX	A	Kim Vance	Cynthia Alexander	Donna Cates	Michelle Rigsbee
36X XXXX	F	Yvonna Mills			Heather Webb
38X XXXX BFR 0000 to 60169 and 6048 to 6049 and 6056 and 6860504 to End	A	Kim Vance	Cynthia Alexander	Donna Cates	Michelle Rigsbee
38X XXXX BFR 6024 to 6040 and 6050 and 6064 to 6840	C	Leigh Anne Arnold	Angela Williams	Sherrie Clayton	Heather Webb
38X XXXX BFR 6860 to 6860503	B	Rose Wilkerson	Donna Emory	Sylvia Cotton	Sandy Hart
39X XXXX	F	Yvonna Mills			Heather Webb
HOSPITAL	B	Rose Wilkerson	Donna Emory	Sylvia Cotton	Sandy Hart
CHAVI HVI -selected projects	G	Sharon Amos			Michelle Rigsbee

SUBJECT	CONTACT
Audits	Mary Johnson
Billings & Reports	See above for Administrative Manager for the appropriate WBS Element
CAS Forms	See above for Administrative Manager for the appropriate WBS Element
Close-out Documentation - Notification or Status	Francene Richardson
Cost Transfer Only Payroll Forms	Linda Holman/Chrissy Enoch/Viki Newkirk
Duke Endowment Awards	Yvonna Mills
Effort Certifications	Linda Holman/Chrissy Enoch/Viki Newkirk
F & A Costs	See above for Administrative Manager for the appropriate WBS Element
Invoice and Financial Report Submission to Sponsor	See above for Administrative Manager for the appropriate WBS Element
Master Data & Plan	See above for Administrative Manager for the appropriate WBS Element
Monitored Workload	Linda Holman/Chrissy Enoch/Viki Newkirk
Overdrafts	See above for Administrative Manager for the appropriate WBS Element
Payments to Duke (Check)	Erika King
Payments to Duke (Wire)	Ginger Huguelet
Periodic Notices	Linda Holman/Chrissy Enoch/Viki Newkirk
Purchase Requisitions	See above for Analyst for the appropriate WBS Element
Questionable G/L Accounts	See above for Administrative Manager for the appropriate WBS Element
Rebudgeting Forms	See above for Administrative Manager for the appropriate WBS Element
Request Status for New WBS Element	Wanda Bell
Reviewable GL Accounts	See above for Administrative Manager for the appropriate WBS Element
Subcontract Payments	Tara Whitted

Effective 09/24/09

Departmental Contacts

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