JEFFERSON COLLEGE BUSINESS OFFICE

OFFICE CONTACT LIST

(636) 481-3121

Finance & Administration Kayla Barren ext 3121 • kbarren@jeffco.edu **Department, Facility Rental?**

Susan McCarty **Checks or Procurement Logs?** ext 3122 • smccart4@jeffco.edu

Debra Branson **Requisitions, Invoices, Purchase Orders?** ext 3129 • dbranson@jeffco.edu

Jeanne Green **Grants?** ext 3124 • jgreen32@jeffco.edu

Mike Glisson **Purchasing Policy Procedures & Projects?** ext 3119 • mglisson@jeffco.edu

Anthony Merseal **Bids or Contracts?** ext 3506 • amerseal@jeffco.edu

Emily West Mail, Supplies, Shipping? ext 3138 • ewest5@jeffco.edu

Megan Hunter **Account Coding?** ext 3131 • mhunter9@jeffco.edu

Leslie Hoff Finance Policy & Procedure, or Budget? ext 3130 • Ihoff1@jeffco.edu

OTHER HELPFUL CONTACTS

Helpdesk?

Cashier?	ext 3123
Bookstore?	ext 3290
Buildings & Grounds?	ext 3505
Campus Police?	ext 3500
Payroll?	ext 3126

ext 3234

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