## OFFICE of ENVIRONMENTAL and MOLECULAR TOXICOLOGY

### WHO TO CONTACT for ASSISTANCE IN THE AMBC

<table>
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<tr>
<th>TITLE</th>
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</table>
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COSIne Billing and Computer Listing  
Department Income Deposits  
Department Index Invoice Approvals  
Department Index Labor Distributions  
Faculty Budget Reports  
Faculty Cost Share  
Foundation Accounts and Transactions  
Intradepartmental Loans  
OSU Foundation and Ag Research Foundation Clearing Accounts  
Travel Pre-Approval on Departmental Indexes  
URISC, RERF Index Assignment  
Year End Processes  
VISA, Distribute Charges |
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Cost share  
Faculty Grant Reports  
Grant Invoice Approvals  
Grant Labor Distributions  
PAR Forms  
Travel Pre-Approval on Grant Indexes |
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Accounting Tech | AutoPay Invoices into NOLIJ  
Copy Machine Monthly JVs  
Dues and Subscriptions for Faculty  
Invoicing & Processing Payments for Analyses (Quickbooks)  
Invoice Entry  
JV Entry  
Purchase Orders  
Reconciliation Reports - QuickBooks  
Reimbursements  
Returns  
Telecom JVs into NOLIJ  
TRES Review and Entry  
Vendors - Communication  
VISA, Scanning into NOLIJ  
VISA, Distribute Charges (Backup for Kari) |