

**FY2023 Processing Deadlines by Area for FY2023 Activity (goods, services, work performed, etc.)**

AREA	FAX	DEADLINE DATE	DESCRIPTION	CONTACT INFORMATION			OFFICE TEAMS AVAILABILITY
				NAME	EMAIL	VOICE	
Accounts Payable	N/A	6 / 23 / 22	Library credits and invoices	Jan Evick	<a href="mailto:acctspay@ysu.edu">acctspay@ysu.edu</a>	3373	NO
Athletics	2733	6 / 30 / 23	Aquatic rental chargebacks (POOL)	Steve Pinciario	<a href="mailto:swpinciario@ysu.edu">swpinciario@ysu.edu</a>	3717	YES
Budget Office	N/A	6 / 30 / 23	Budget transfers - operating	Dave Edwards	<a href="mailto:dwedwards@ysu.edu">dwedwards@ysu.edu</a>	1713	YES
Controller's Office	N/A	6 / 19 / 23	Check requests - gift related restricted accounts	Scott Duffy	<a href="mailto:controllersoffice@ysu.edu">controllersoffice@ysu.edu</a>	2436	YES
	N/A	6 / 16 / 23	Check requests - non-grant, non-gift related restricted accounts	Mike Hackstedde	<a href="mailto:controllersoffice@ysu.edu">controllersoffice@ysu.edu</a>	1732	YES
	N/A	6 / 30 / 23	Budget transfers - plant	Dina Casciano	<a href="mailto:dmcasciano@ysu.edu">dmcasciano@ysu.edu</a>	2256	YES
	N/A	6 / 30 / 23	Budget transfers - gifts	Scott Duffy	<a href="mailto:sjduffy@ysu.edu">sjduffy@ysu.edu</a>	2436	YES
	N/A	6 / 30 / 23	Payroll transfer/labor redistribution requests - non grants	Michael Hackstedde	<a href="mailto:mehackstedde@ysu.edu">mehackstedde@ysu.edu</a>	1732	YES
Delivery Services	7447	6 / 30 / 23	Postage chargebacks (POST)	Anna Pascarella	<a href="mailto:apascarella@ysu.edu">apascarella@ysu.edu</a>	2771	YES
IT Customer Service	N/A	6 / 30 / 23	IT Customer Service chargebacks (ELMA)	Joe Liguori	<a href="mailto:jdligouri@ysu.edu">jdligouri@ysu.edu</a>	2549	YES
Grants Accounting	N/A	6 / 23 / 23	Check requests - grants	Theresa Orwell	<a href="mailto:GrantsAcct@ysu.edu">GrantsAcct@ysu.edu</a>	1707	YES
	N/A	6 / 30 / 23	Budget transfers - grants	Alycia Sutherin	<a href="mailto:GrantsAcct@ysu.edu">GrantsAcct@ysu.edu</a>	3397	YES
	N/A	6 / 30 / 23	Payroll transfer/labor redistribution requests - grants	Alycia Sutherin	<a href="mailto:GrantsAcct@ysu.edu">GrantsAcct@ysu.edu</a>	3397	YES
Housing	2715	6 / 30 / 23	Housing chargebacks (HOUS)	Stephanie Reed	<a href="mailto:sjreed02@ysu.edu">sjreed02@ysu.edu</a>	7444	YES
Human Resources	N/A	5 / 23 / 23	Request for grant-funded supplementary pay	Jenn Drennen	<a href="https://ysd.ysu.edu/humanresources">https://ysd.ysu.edu/humanresources</a>	3148	YES
	N/A	5 / 23 / 23	Request for supplemental payment to employee	Jenn Drennen	<a href="https://ysd.ysu.edu/humanresources">https://ysd.ysu.edu/humanresources</a>	3148	YES
	N/A	6 / 06 / 23	Candidate reimbursement vouchers	Ghia Burzynski	<a href="https://ysd.ysu.edu/humanresources">https://ysd.ysu.edu/humanresources</a>	3122	YES
	N/A	6 / 23 / 23	Sick forms to HR for faculty	Krystle Natoli	<a href="https://ysd.ysu.edu/humanresources">https://ysd.ysu.edu/humanresources</a>	2180	YES
	N/A	6 / 23 / 23	Occasional service payment request	Jennifer Lewis-Aey	<a href="https://ysd.ysu.edu/humanresources">https://ysd.ysu.edu/humanresources</a>	3759	YES
	N/A	6 / 23 / 23	Student stipends	Jennifer Lewis-Aey	<a href="https://ysd.ysu.edu/humanresources">https://ysd.ysu.edu/humanresources</a>	3759	YES
	N/A	6 / 23 / 23	Compensation corrections for previous pay periods	Jennifer Lewis-Aey	<a href="https://ysd.ysu.edu/humanresources">https://ysd.ysu.edu/humanresources</a>	3759	YES
Janitorial Services	N/A	6 / 30 / 23	Janitorial services chargebacks (JANT)	Dan Kuzma	<a href="mailto:djkuzma@ysu.edu">djkuzma@ysu.edu</a>	2294	YES
Jambar	N/A	6 / 30 / 23	Jambar advertising chargebacks (JAMB)	Mary Dota	<a href="mailto:mfdota@ysu.edu">mfdota@ysu.edu</a>	3094	NO
Kilcawley Center	1758	6 / 30 / 23	Graphic services chargebacks (KILC)	Christy Cameron	<a href="mailto:cjcameron@ysu.edu">cjcameron@ysu.edu</a>	3581	YES
Marketing & Communications	1704	6 / 30 / 23	Marketing chargebacks (MKTG)	Ross Morrone	<a href="mailto:rlmorrone@ysu.edu">rlmorrone@ysu.edu</a>	1424	YES
Parking Services	2325	6 / 30 / 23	Parking services chargebacks (PARK)	Lisa Cutter	<a href="mailto:ljcutter@ysu.edu">ljcutter@ysu.edu</a>	7167	YES
Payroll	N/A	6 / 20 / 23	BW13 timesheets (pay period ending 06/17/23)	Stacey Capaldi	<a href="mailto:payroll@ysu.edu">payroll@ysu.edu</a>	3475	YES
	N/A	7 / 03 / 23	BW14 timesheets (pay period ending 07/01/23)	Stacey Capaldi	<a href="mailto:payroll@ysu.edu">payroll@ysu.edu</a>	3475	YES
Printing Services	1505	6 / 30 / 23	Print shop chargebacks (PRNT)	Melissa Schoenfeld	<a href="mailto:maschoenfeld@ysu.edu">maschoenfeld@ysu.edu</a>	7134	YES
Procurement Services	N/A	6 / 01 / 23	Requisitions that include contracts (PSAs, SICAs, non-standard contracts)	Barb Greene	<a href="mailto:bgreene@ysu.edu">bgreene@ysu.edu</a>	3117	YES
	N/A	6 / 08 / 23	Requisitions without contracts	Alan Miller	<a href="mailto:almiller15@ysu.edu">almiller15@ysu.edu</a>	3193	YES
	N/A	6 / 30 / 23	Commercial card - last day of posted transactions against FY23	Alan Miller	<a href="mailto:almiller15@ysu.edu">almiller15@ysu.edu</a>	3193	YES
Travel Services	N/A	N/A	Travel expense reports submitted on-line by Financial Manager	N/A	<a href="mailto:travelservices@ysu.edu">travelservices@ysu.edu</a>	N/A	N/A
University Bursar	2343	6 / 09 / 23	Non-student billing requests for FY23 services	Steve Lucivjansky	<a href="mailto:slucivjansky@ysu.edu">slucivjansky@ysu.edu</a>	4621	YES
	2343	6 / 28 / 23	Deposits - by campus mail or hand carried to Office of Bursar	Donna Tarbet	<a href="mailto:dmtarbet@ysu.edu">dmtarbet@ysu.edu</a>	3136	YES
	2343	6 / 28 / 23	Deposits - by locked bag	Donna Tarbet	<a href="mailto:dmtarbet@ysu.edu">dmtarbet@ysu.edu</a>	3136	YES

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University Facilities	1454	6 / 30 / 23	Facilities chargebacks (FACL)	Michelle Sturgiss	<a href="mailto:msturgiss@ysu.edu">msturgiss@ysu.edu</a>	7200	YES
	1454	6 / 30 / 23	Grounds chargebacks (GRND)	Michelle Sturgiss	<a href="mailto:msturgiss@ysu.edu">msturgiss@ysu.edu</a>	7200	YES
	1454	6 / 30 / 23	Motor pool chargebacks (MTPL)	Michelle Sturgiss	<a href="mailto:msturgiss@ysu.edu">msturgiss@ysu.edu</a>	7200	YES
University Police	7471	6 / 30 / 23	Security chargebacks (SECR)	Cheryl Cucchiara	<a href="mailto:clcucchiara@ysu.edu">clcucchiara@ysu.edu</a>	2778	YES
	7471	6 / 30 / 23	Student services security escorts (SSSA)	Cheryl Cucchiara	<a href="mailto:clcucchiara@ysu.edu">clcucchiara@ysu.edu</a>	2778	YES