## AABC - Student Experience Center (SEC)

<table>
<thead>
<tr>
<th>Unit</th>
<th>Accounts Receivable</th>
<th>Accounts Payable</th>
<th>Travel</th>
<th>Budget and Reporting</th>
<th>Purchasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Students of OSU (AGSU)</td>
<td>Nathan Forbes</td>
<td>Nathan Forbes</td>
<td>Nathan Forbes</td>
<td>Stephanie Pearse</td>
<td>Scott Lommers</td>
</tr>
<tr>
<td>Center for Fraternity &amp; Sorority Life (CFLS)</td>
<td>Autumn Fiveash</td>
<td>Autumn Fiveash</td>
<td>Autumn Fiveash</td>
<td>Stephanie Pearse</td>
<td>Scott Lommers</td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services (CAPS)</td>
<td>Autumn Fiveash</td>
<td>Autumn Fiveash</td>
<td>Autumn Fiveash</td>
<td>Stephanie Pearse</td>
<td>Scott Lommers</td>
</tr>
<tr>
<td>Family Resource Center (FRC)</td>
<td>Nathan Forbes</td>
<td>Nathan Forbes</td>
<td>Nathan Forbes</td>
<td>Stephanie Pearse</td>
<td>Scott Lommers</td>
</tr>
<tr>
<td>Human Services Resource Center (HSRC)</td>
<td>Nathan Forbes</td>
<td>Nathan Forbes</td>
<td>Nathan Forbes</td>
<td>Stephanie Pearse</td>
<td>Scott Lommers</td>
</tr>
<tr>
<td>Memorial Union (MU)</td>
<td>Nathan Forbes</td>
<td>Nathan Forbes</td>
<td>Nathan Forbes</td>
<td>Ethan Monie</td>
<td>Scott Lommers</td>
</tr>
<tr>
<td>Memorial Union Retail Foods (MURFS)</td>
<td>Brittny Dewberry</td>
<td>Brittny Dewberry</td>
<td>Brittny Dewberry</td>
<td>Nathan Forbes</td>
<td>Ethan Monie</td>
</tr>
<tr>
<td>Recreational Sports (DRS)</td>
<td>Jenna Matteson</td>
<td>Jenna Matteson</td>
<td>Jenna Matteson</td>
<td>Stephanie Pearse</td>
<td>Scott Lommers</td>
</tr>
<tr>
<td>Student Health Services (SHS)</td>
<td>Autumn Fiveash</td>
<td>Autumn Fiveash</td>
<td>Autumn Fiveash</td>
<td>Stephanie Pearse</td>
<td>Scott Lommers</td>
</tr>
<tr>
<td>Student Experiences &amp; Engagement (SEE)</td>
<td>Curt Black</td>
<td>Lake Larson</td>
<td>Nathan Forbes</td>
<td>Celene Garcia-Murillo</td>
<td>Scott Lommers</td>
</tr>
</tbody>
</table>

### Accounts Receivable
- TouchNet Cashiering
- Fee Book Requests
- Account Reconciliation
- Bills
- Misc. deposits
- Year-end assistance

### Accounts Payable
- Employee Personal Reimbursements
- Vendor Invoice payments
- Department Purchasing Card – Purchasing Log and Statement
- Journal Voucher (JV) request
- OSU Foundation reimbursements & direct pays
- Year-end assistance

### Travel
- Employee Travel Reimbursements
- [aabc.sectravel@oregonstate.edu](mailto:aabc.sectravel@oregonstate.edu)

### Budget and Reporting
- Budget Development and Budget Changes
- Quarterly Projections
- Special Projects & Analysis

### Purchasing
- Purchase Requisitions exceeding $5,000
- Personal Service Contracts - PSC
- Liaison with PCMM - POs and Contracts
- Strategic Sourcing
- [aabccontracts@oregonstate.edu](mailto:aabccontracts@oregonstate.edu)

### Other Functions [All Units]
- **Foundation Reporting**: Ethan Monie
- **Fund balance analysis reports**: Ethan Monie & Celene Garcia-Murillo
- **Grants**: Stephanie Pearse
- **Payroll**: Ethan Monie & Celene Garcia-Murillo
- **Reserves**: Iset Sevilla-Bazan
- **Vault**: Matt Wenger