

Questions about charges to your TRAX department?
The following is a list of individuals to contact about those charges, listed by code:

Code	Transaction Type	Ext	Office	Contact	E-mail
AP	Accounts Payable Voucher	2415	Accounts Payable	Brenda Kirkpatrick	Brenda_Kirkpatrick@baylor.edu
ARAMARK	Accounts Payable Voucher	1760	Baylor Dining Services	Matthew Davis	Matthew_Davis1@baylor.edu
Asset	Asset Management	8759	Fixed Asset Accounting	Mark McCreary	Mark_McCreary@baylor.edu
Bal Forward	Balance Forward	2663	Budget Office	Barbara Hodge	Barbara_Hodge@baylor.edu
BD	Budget Journal	2663	Budget Office	Barbara Hodge	Barbara_Hodge@baylor.edu
BDGM	Budget Journal Grants Management	3817	Office of Sponsored Programs	Pam Tull	Pamela_Tull@baylor.edu
JV	Journal Voucher	8976	Financial Services	Suzanne Weems	Suzanne_Weems@baylor.edu
JVAD	Feed from Alumni Development	3510	Development	Ginger Stone	Virginia_Stone@baylor.edu
JVBA	Banner Student	2311	Cashier's Office	JT Lloyd	JT_Lloyd@baylor.edu
JVBW	Biweekly Payroll	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVCB	COBRA Benefits	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVCD	Baylor Copy Services	1914	Copy Services (IKON)	Glenn Sheridan	Glenn_Sheridan@baylor.edu
JVCWS	College Work Study Distribution	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVDA	Departmental Adjustment Request	8237	Financial Services	Chris Davis	Chris_P_Davis@baylor.edu
JVDD	Department Deposit Receipts	2311	Cashier's Office	JT Lloyd	JT_Lloyd@baylor.edu
JVFED	Federal Programs Automated	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVGC	Grad Sch App 2% Visa/MC Charge	2311	Cashier's Office	JT Lloyd	JT_Lloyd@baylor.edu
JVGR	Graduate Payroll	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVGS	Grad School App Fee Interface	2311	Cashier's Office	JT Lloyd	JT_Lloyd@baylor.edu
JVIB	Interest on Average Balance	8764	Gift & Investment Accounting	Tom Lindsey	Tom_Lindsey@baylor.edu
JVIDC	Indirect Cost Distribution	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVIM	Incoming Mail	1310	Mail Services	Linda Julian	Linda_Julian@baylor.edu
JVKB	Payroll KCTF Bi-weekly	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVKM	Payroll KCTF Monthly	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVMO	Monthly Payroll	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVMR	Copier Meter Reads-Overages	1914	Copy Services (IKON)	Glenn Sheridan	Glenn_Sheridan@baylor.edu
JVOM	Outgoing Mail	1310	Mail Services	Linda Julian	Linda_Julian@baylor.edu
JVPC	Purchasing Card	8637	Procurement Services	Vel Barnes	Vel_Barnes@baylor.edu
JVSP	Payroll Special Disbursements	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVST	Student Payroll	2217	Payroll	LuAnn Pickens	LuAnn_Pickens@baylor.edu
JVTRF	Transfer	3731	Financial Services	Suzanne Weems	Suzanne_Weems@baylor.edu
JVUA	UAS Loan Mgt Interface	2314	Loan Collections	Carol Moyer	Carol_Moyer@baylor.edu
Orig Budget	Original Budget	2663	Budget Office	Barbara Hodge	Barbara_Hodge@baylor.edu
Plant Maintenance	GAS#17703	1361	ARAMARK	SRC (Service Request Center) desk	src@baylor.edu
Plant Maintenance	GASOLINE#17017	1361	ARAMARK	SRC (Service Request Center) desk	src@baylor.edu
Plant Maintenance	NR#1-20174294	1361	ARAMARK	SRC (Service Request Center) desk	src@baylor.edu
Plant Maintenance	PLANT CREDIT	1361	ARAMARK	SRC (Service Request Center) desk	src@baylor.edu
Plant Maintenance	PLANT MAINT.#1-20174820	1361	ARAMARK	SRC (Service Request Center) desk	src@baylor.edu
Plant Maintenance	SUPPLIES#	1361	ARAMARK	SRC (Service Request Center) desk	src@baylor.edu
PO	Purchase Order	1561	Procurement Services	Richard Wright	Richard_Wright@baylor.edu
RQ	Requisition	1561	Procurement Services	Richard Wright	Richard_Wright@baylor.edu

Call 8704 if you aren't sure who to contact.