

Facilities Services Departmental Duties – Monthly Charges

All monthly charges should be verified by the department designee via initials in the upper right hand corner of the charge along with the date of verification.

The following charges should be printed by the department and forwarded to BSO by the 10th of the month:

- Phone and Network/Data Port charges – Login at <https://oitbill.ct.utk.edu:4443/pls/pinnacle/f?p=1003:1:1656530996623442>
 - Send the 1st and 2nd pages only (can be printed duplex). Remember for phone and network/data port charges you are printing the month previous to the month you are reconciling. For example, if you are reconciling May, you will need to print April's charges and send to BSO by the 10th of June.
- Mail Services (Postage) charges – Login at <http://dfwbase.admin.utk.edu/dfworks/Authenticator>
 - User name and password are “mail”. Make sure your print out includes the Total Charges. This may mean you will need to print the page and not the PDF.
- Copier Meter charges – Login at http://oracle.uthsc.edu/a400_copier_bills.php
- Office Supply (Paper) charges – Login at http://oracle.uthsc.edu/a400_oss_bills.php
- Maintenance/Facility Services charges – Login at <https://archibus.tennessee.edu/archibus/login.axvw>

The following charges should be forwarded to BSO as they are received:

- U-Copy charges
- Parking & Transit charges
- Dining Card charges
- Video and Photography Center charges
- Department of Transportation Services - Motor Vehicle charges
- University Printing & Mail charges (formerly Graphic Arts)
- Temporary Help Pool charges
- UT Bookstore charges
 - Justification may be requested depending on what has been purchased
- Any other University departmental charges occurring on your account

Other University Departments Monthly Billing Contacts

Department	Contact	Phone #	Email	Notes
UT Bookstore Charges	Tracy Butturini	4-1057	tbutturi@utk.edu	
Copier Meter Charges	Cathy Thurman	4-9256	convcopier@utk.edu	
Dining Card Charges	Tammy Crone	4-3415	crone@utk.edu	
University Printing & Mail (Graphic Arts)	Sandra Allen	4-5269		
Mail Services (Postage)	Nasser Sedighi	4-6462	nsedighi@utk.edu	
Maintenance/Facility Services Charges	Amy Miller	4-7790	aemiller@utk.edu	
Department of Transportation Services - Motor Vehicle Charges	Sammy Parcell	4-2134	sparcell@utk.edu	
Office Supply Charges (Paper)	Holly Harmon	4-7925		UT Warehouse
Parking & Transit Services	Jill Brown	4-6031	jbrown10@utk.edu	Prefers email
Video and Photography Center Charges	Brandy Norwood	4-3449	bnorwoo2@utk.edu	
Telephone Services	Cindy Rich	4-3660	crich@utk.edu	Prefers email
Temporary Help Pool	LaTangela Underwood	4-6642	lunderwo@utk.edu	
U-Copy	Sandra Allen	4-5269		