

## FINANCIAL SERVICES EMAIL CONTACTS

TCU Financial Services  
November 2022

Department	Email Address in Outlook	Use
Student Financial Services	CON Direct Deposit (finservdirectdeposit@tcu.edu)	Questions from students, usually regarding direct deposit/reimbursements
	Financial Services (finserv@tcu.edu)	Main email box - all questions
Accounts Payable	CON Accounts Payable (accountspayable@tcu.edu)	Consolidated invoices (ATT, Culligan, Staples) and questions related to Jaggaer suppliers. We do not accept regular invoices in this CON
	CON New Vendor Request (NewVendorRequest@tcu.edu)	W9 and New Vendor Request form submissions
	CON Inspyrus BusinessSupport (Inspyrus-BusinessSupport@tcu.edu)	Inspyrus questions, non IT
	CON Inspyrus TechSupport (Inspyrus-TechSupport@tcu.edu)	Technical Inspyrus Questions
	CON TCU PO Requests (PORequests@tcu.edu)	PO requests
	CON Single Use Accounts (SUA@tcu.edu)	Questions regarding SUA payments. Used primarily by vendors
	AP Invoices (apinvoices@tcu.edu)	Department approved invoices. This should not be for general AP questions or inquiries about previously submitted invoices
	TCU Reimbursements (reimbursements@tcu.edu)	Department approved reimbursements. This should not be for general AP questions or inquiries about previously submitted reimbursements
	CON Wire Request (wirerequest@tcu.edu)	Department approved wire requests. This should not be for general AP questions
	CON Suppliers (suppliers@tcu.edu)	Supplier profile submissions (W9/W8 and Supplier Qualification Form)
	Teresa Brooks (T.B.BROOKS@tcu.edu)	Updates to vendor payment information
	<a href="https://vcfa.tcu.edu/accounts-payable/">https://vcfa.tcu.edu/accounts-payable/</a>	Inquiries regarding payments or reimbursements previously submitted to Accounts Payable (see Accounts Payable website for individual assigned based on first letter of Vendor name)
	TCU Concur Support (concur@tcu.edu)	All questions and support related to Concur reimbursments, Pcard, or travel card.
Accounting	CON Accounting (accounting@tcu.edu)	General Accounting questions
	CON Accounting (accounting@tcu.edu)	Peoplesoft training questions about scheduled classes and training materials provided. Includes notice of new hires needing to sign up for training (they will not be included in the Financial Reporting email distribution that receives notice of classes scheduled until after completing training and must be added to the email to get the information)
	CON Accounting (accounting@tcu.edu)	Status of Peoplesoft account setup for financial reporting (must submit Adobe sign form to request account setup)
	CON Accounting (accounting@tcu.edu)	Peoplesoft department access for financial reporting. Includes new access provided on Adobe sign form submitted once training is complete, all forms submitted to change existing accounts and requests for a list of individuals who have access to specific departments.
	CON Accounting (accounting@tcu.edu)	New chartfield requests (accounts, funds, departments and projects). See Accounting website for required forms.
	CON Accounting (accounting@tcu.edu)	Changes to existing chartfields (accounts, funds, departments and projects). Includes description, manager, start/end date (for projects), and status (inactive or active). See Accounting website for required forms.
	CON Accounting (accounting@tcu.edu)	Department financial statement or drilldown issues. Includes delivered or ad hoc reports. Does not include requests for transfers or corrections.
	CON Accounting (accounting@tcu.edu)	Questions regarding capital, includes existing assets or purchase of new assets. All assets with an original purchase price equal to or greater than \$10,000 that meet TCU's capitalization requirements will be capitalized. For capital purchases, please provide the following information: 1) A detailed description of the purchased asset 2) Serial Number(s) 3) Physical location of the asset including building name and room number (if applicable) 4) Indicate if purchased asset replaced an existing asset (if yes, please provide a description of the replaced asset including the serial number) 5) The name of custodian responsible for the asset
	CON Accounting (accounting@tcu.edu)	Asset disposals, see Accounting website for required form.
	Sheri Kline (s.kline@tcu.edu)	Transfers and corrections
	Terri Galupi (t.galupi@tcu.edu)	Money received via ACH
	Sarah Davis (SARAH.DAVIS@tcu.edu)	Request to setup TCU as a vendor
	Sarah Davis (SARAH.DAVIS@tcu.edu)	Request to setup direct bill with a vendor
Evie Richardson (e.richardson@tcu.edu)	EFT form	
Research	CON Research Accounting (CONResearchAccounting@tcu.edu)	Grant and research accounting questions
Budget	FPL Budgets (budgets@tcu.edu)	All budget questions