

Business Affairs Office Contacts

General Contact Phone # 541-885-1200

NAME	TITLE	FUNCTIONS	OFFICE	PHONE
Stephanie Pope Stephanie.pope@oit.edu	Assistant VP for Financial Operations	<ul style="list-style-type: none"> • Director of Business Affairs 	SN 102	5-1109
Liz Ashley liz.ashley@oit.edu	Administrative Program Specialist	<ul style="list-style-type: none"> • Assistant to the Director • Procurement Card Administrator • Vendor Maintenance • BAO Onboarding • Mail Distribution and Check Transmittals • Invoice Processing • BAO Employee and Student Employee Payroll Processing 	SN102A	5-1813
Michelle Meyer, CPA michelle.meyer@oit.edu	Manager of Accounting Services	<ul style="list-style-type: none"> • Debt and Capital Asset Management • Annual Audit • External Financial Statements • Taxes • PO Approval • Activity Code Setup • Chart of Accounts Maintenance; Index Setup • Budget Authority Maintenance; Budget Authority Setup • Cash Flow Projection • OMIC Accounting 	SN 114	5-1628
Cindy Childers cindy.childers@oit.edu	Accounting Manager	<ul style="list-style-type: none"> • General Accounting Oversight • Month and Fiscal Year End Close • Tuition and Fee Setting Process • Fee Table Maintenance • Fee Assessment • 1099 Reporting • 1098-T Reporting • General Technical Business Process Oversight • CashNet • Functional Banner Training • Fee Table Maintenance • Moving Expense Reimbursement 	PV 276	5-1217
Karissa Sultan (Guthrie) karissa.sultan@oit.edu	A/R Manager	<ul style="list-style-type: none"> • Student Account Adjustments • Direct Supervisor of Accounts Receivable/Cashier's Office • FA Remission Reporting • 100% T+F Athletic Award Calculations • Chapter 33 T+F Calculations • Tuition and Fee Setting • Fee Assessment 	SN 117	5-1240
Julia Ruark (Lepsy) julia.ruark@oit.edu	Grant & Fixed Asset Accountant	<ul style="list-style-type: none"> • Grant Accounting 	SN 114	5-1239
Faletha Fowler faletha.fowler@oit.edu	Financial Aid Accountant	<ul style="list-style-type: none"> • Financial Aid Refunds • Reconcile/Balance FA Accounts • Scholarship Processing • Institutional Loan Exit Interviews/Promissory Notes • Graduation Holds • FA Remission Reporting • Boeing Vouchers/Billing • Calculations of Return of Title IV Funds 	SN 115	5-1227

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Shelly Gates shelly.gates@oit.edu	A/R Accountant	<ul style="list-style-type: none"> • Student and 3rd Party Billing • Wire Entries • Payment Plan Arrangements • Registration Agreements • Revenue Agent • Student Account Interpretation • Collections 	SN 115	5-1203
Keli Patterson-Stelley keli.pattersonstelley@oit.edu	Lead Cashier	<ul style="list-style-type: none"> • Student Account Interpretation • Payment/Refund Processing • Distribute Parking Permits • Payment/Registration Agreements • Emergency Loans • Papercut (Printing) Access • Payroll Check Pickup 	SN 116 (Cashier's Office)	5-1202
Nilda Pena nilda.pena@oit.edu	Accountant I	<ul style="list-style-type: none"> • Approve Invoices/Personal Reimbursements • Approve & Enter Travel Reimbursements • Reconciliation for Airfare/Car Rental 	SN 101	5-1226
Jennifer Day (Beets) jennifer.day@oit.edu	Accounting Tech	<ul style="list-style-type: none"> • Approve Invoices/Personal Reimbursements • Approve/Enter Travel Reimbursements • Procurement & Group Card Accounting 	SN 101	5-0567
EMAIL ADDRESSES		ITEMS TO SEND		
baoapay@oit.edu		<ul style="list-style-type: none"> • Invoices • Documents to Scan Into Nolij 		
baotravel@oit.edu		<ul style="list-style-type: none"> • Travel Authorization Paperwork (Pre-payments, etc.) • Travel Reimbursement Paperwork 		
cashier@oit.edu		<ul style="list-style-type: none"> • Questions about Student Accounts and Student Account Credit Balance Refunds through BankMobile 		
FIS@oit.edu		<ul style="list-style-type: none"> • New Vendor Packets, Vendor Updates • PO Questions and PO Approval Information (Vendor Quotes and Contracts) • Approval Queue Questions 		