

ACCOUNTS
PAYABLE

ACCOUNTS
RECEIVABLE

PAYROLL

PROCUREMENT
SERVICES



September

Accounts Payable Staff Update

Please welcome Kurt Bakula to UNI and the OBO Accounts Payable team! In addition to Kurt joining the team, there have been some changes to other staff roles. Below is the current Accounts Payable staff list and their respective duties.

Accounts Payable Assistant:
PO Invoice Entry (performed by student assistants)

Bethany Schulte:
Request For Payments,
Supervision of PO Invoice Entry

Deb Kinsey:
Supplier Entry, Procard
Administration

Kathy Schwanz:
Procurement Card Audits

Kurt Bakula:
Travel Expense Audits, Cash
Advance Requests

Mindy Schlader:
Accounts Payable Manager,
ProTrav System Administration

[Contact Information](#)



Short's Travel Portal Training

As a reminder, if you need a refresher on how to use the Short's Travel Portal, please visit our website for additional information. There are various training documents and videos.

[Short's Travel](#)



Document Destruction

The University has extended their contract with The Shredder for confidential document destruction. This new extension runs through June 30, 2023. This contract includes monthly service as well as large purge events.

Please contact Jon Westhoff in Procurement Services if you have any questions or if you are interested in setting up your department.



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