



# Business Office

 Gatton College of  
Business and Economics



# Business Office Staff



[Christy Anderson](#)

Chief Financial Officer



[Susannah Aulds](#)

College Financial  
Specialist



[Katie Carter](#)

College Financial  
Specialist



[Shana Hall](#)

Assistant Business Officer



[Amanda Henderson](#)

Business Officer



[Sarah Milligan](#)

College Grants Officer



[Vicki Pendleton](#)

College Financial Analyst



[Allo Petro](#)

Staff Support Associate



# Org Chart



# Finance Team



[Christy Anderson](#)

Chief Financial Officer

- Oversees all financial aspects of the College.

Contact Information:

Phone (859) 257-7654

Email: [clhamm3@uky.edu](mailto:clhamm3@uky.edu)



# Finance Team



[Amanda Henderson](#)

Business Officer

- Oversees the budget and allocations for FRANSys.
- Approves financial transactions in the University systems, including, Payment Request Documents, Shopping Carts, and Concur Reports.

Contact Information:

Phone: (859) 323-7278

Email: [amhe236@uky.edu](mailto:amhe236@uky.edu)



# Finance Team



[Susannah Aulds](#)

College Financial

Specialist

- Handles all the financial transactions including, reconciliations, Payment Request Documents, Shopping Carts and Concur Reports for:
  - Von Allmen School of Accountancy
  - Philanthropy and Alumni Relations
  - Economics
  - Don and Cathy Jacobs Executive Education Center
  - Kentucky Research Data Center
  - Marketing
  - MBA Center
  - Center for Poverty Research
  - Professional Resource Center
  - Von Allmen Center for Entrepreneurship

Contact Information:

Phone: (859) 257-1790

Email: [Susannah.crouch17@uky.edu](mailto:Susannah.crouch17@uky.edu)



# Finance Team



[Katle Carter](#)

College Financial  
Specialist

- Handles all the financial transactions inducing, reconciliations, Payment Request Documents, Shopping Carts and Concur Reports for:
  - John Maze Stewart Department of Finance
  - Graduate Center
  - Graham Office of Career Management
  - International Affairs
  - LINKS Center for Social Network Analysis
  - Management
  - Undergraduate Resource Center

Contact Information:

Phone: (859) 562-0989

Email: [kcarter.966@uky.edu](mailto:kcarter.966@uky.edu)





# Finance Team



[Vicki Pendleton](#)

College Financial Analyst

- Handles all the financial transactions inducing, reconciliations, Payment Request Documents, Shopping Carts and Concur Reports for:
  - Dean's Office
  - Facilities
  - College Enhancement
  - Technology Center
  - Marketing & Communications
  - Special Events
  - Center for Business & Economic Research
  - Institute for the Study of Free Enterprise

Contact Information:

Phone: (859) 257-1251

Email: [vpd2@uky.edu](mailto:vpd2@uky.edu)





# Other Business Office Staff



[Shana Hall](#)

Assistant Business Officer

- Handles all Human Resources for the college, advising on salary recommendations, J1/H1 processes, Appointments for Faculty and Staff.

Contact Information:

Phone: (859) 257-8937

Email: [shall1@uky.edu](mailto:shall1@uky.edu)



[Sarah Milligan](#)

College Grants Officer

- Handles all grants for the College. Liaison between the College and UKRF.

Contact Information:

Phone: (859) 257-2733

Email: [sarah.milligan@uky.edu](mailto:sarah.milligan@uky.edu)



[Allo Petro](#)

Staff Support Associate

- Handles printing, duplicating and mail for the College.

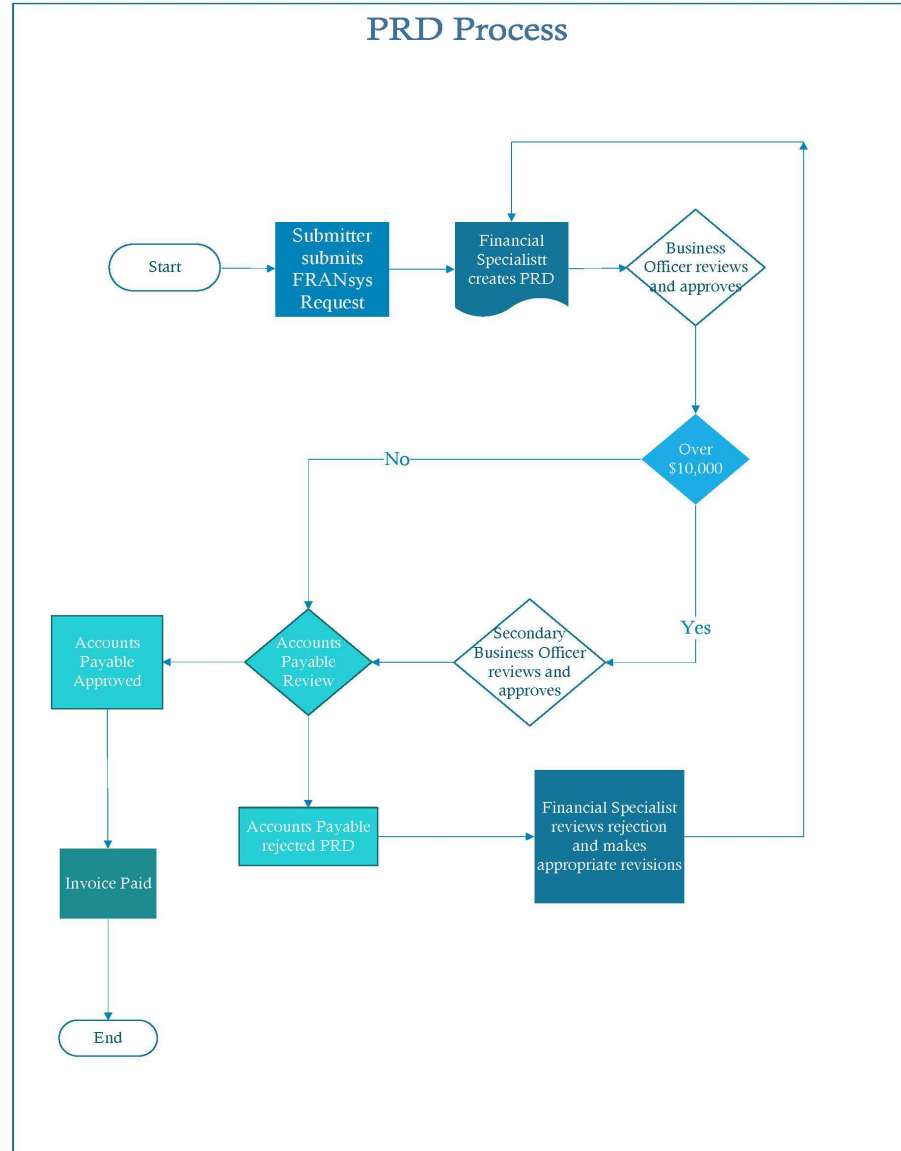
Contact Information:

Phone: (859) 257-7655

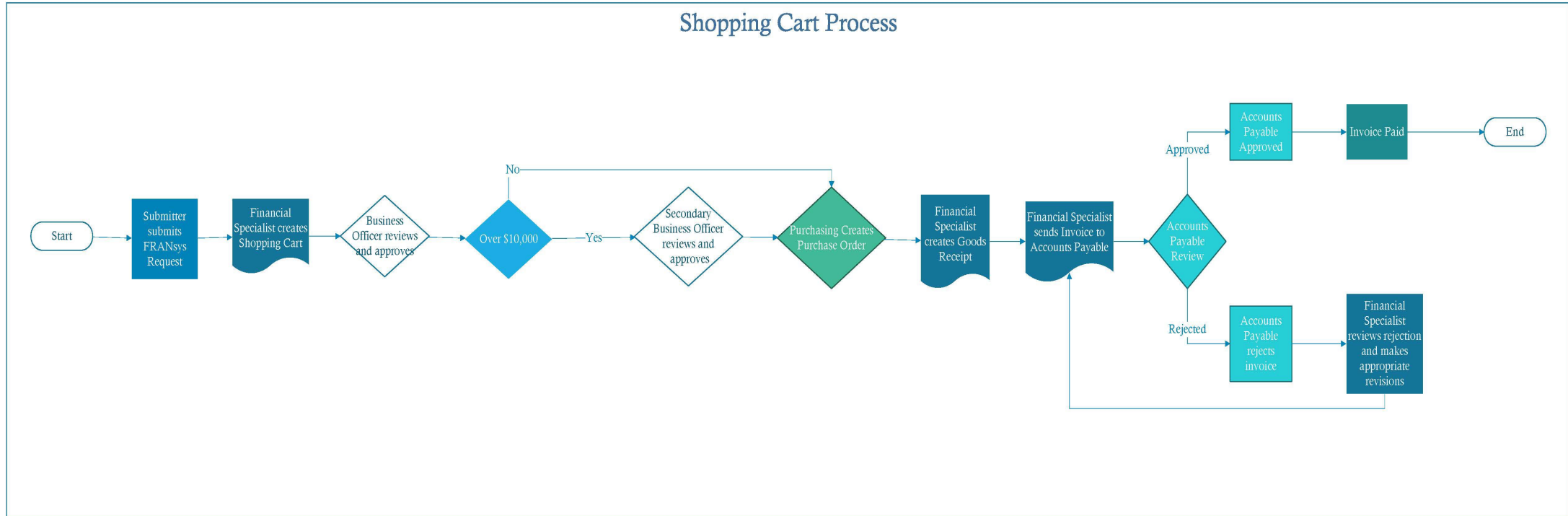
Email: [apetro@uky.edu](mailto:apetro@uky.edu)



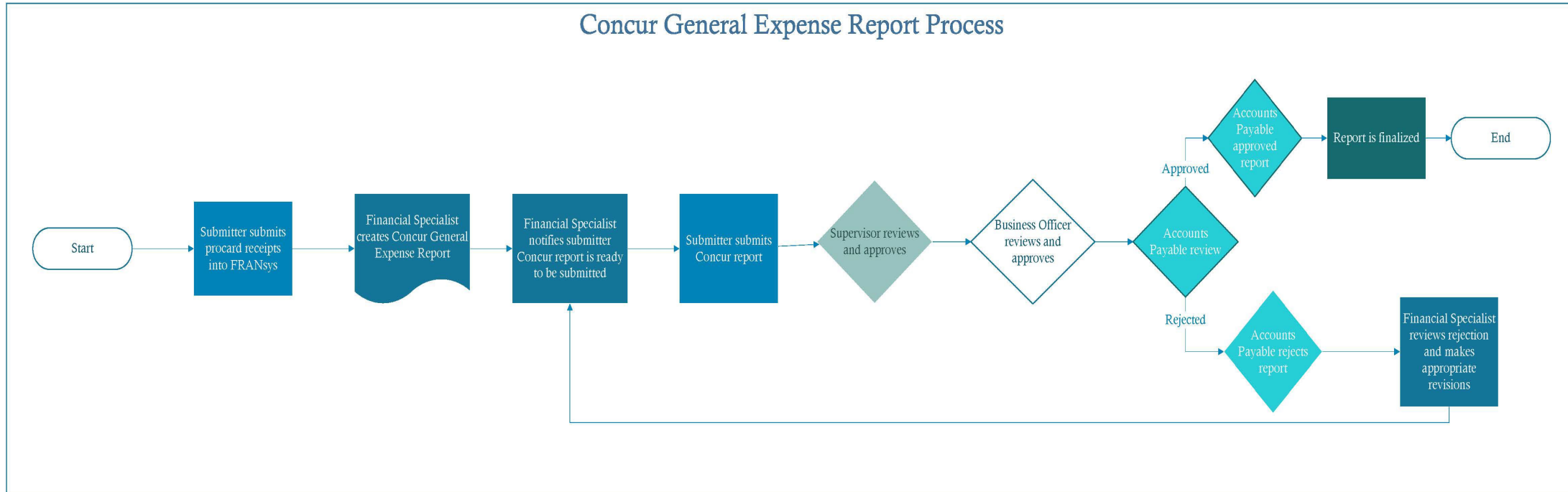
# PRD Process



# Shopping Cart Process



# Concur General Expense Report Process





# Concur Travel Expense Report Process

