

Team Milestones

- **1st Team Meeting – NLT October 15th**
 - **Assign tasks to team members.**
- **2nd Team Meeting – NLT November 30th**
 - **Team reviews member assignments'**
 - **Consolidate material into “draft document**
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- **3rd Team Meeting – NLT January 15th**
 - **Team reviews draft document and prepares group presentation for next Business Manager’s Meeting**

Business Manager Meeting Presentations – January 29th, 2008

TEAMS

Budget Development & Tracking/Revenues

	<u>Name</u>	<u>E-Mail</u>	<u>Phone</u>
Team Leader	Mary Beth Morris	mb.morris@doc.state.ok.us	(580)327-8000
	Jimmie Allen	jimmie.allen@doc.stat.ok.us	(918)423-4144
	Tommi Berg	tommi.berg@doc.state.ok.us	(405)962-6154
	Kathy Davis	kathy.davis@doc.state.ok.us	(405)425-2669
	Danny Delay	danny.delay@doc.state.ok.us	(580)346-7301
	Scott Hairrell	scott.hairrell@doc.state.ok.us	(918)653-4831
	Tom James	actomj@doc.state.ok.us	(405)4252648
	Debra Leistner	debra.leistner@doc.state.ok.us	(405)425-2671
	Terri Mayo	terri.mayo@doc.state.ok.us	(580)346-7301
	Stacey Morey	stacey.morey@doc.state.ok.us	(405)523-1433
	Rachael Tiner	rachael.tiner@doc.state.ok.us	(580)480-3721
	Kathi Uptergrove	kathi.uptergrove@doc.state.ok.us	(580)480-3761

Purchase and Encumbrance Management

- Receipt & Claims Payment
- Purchase Card & Local Purchase

Orders

	<u>Name</u>	<u>E-Mail</u>	<u>Phone</u>
Team Leader	Michael Wade	mike.wade@doc.state.ok.us	(918)667-4223
	Carmen Bowlin	carmen.bowlin@doc.state.ok.us	(405)425-2634
	Angela Brown	angela.brown@doc.state.ok.us	(918)680-6841
	Loretta Cunningham	ewcc.trustfund.@doc.state.ok.us	(918)683-8365
	James Eyadiel	james.eyadiel@doc.state.ok.us	(405)425-2650
	Paula Davis	paula.davis@doc.state.ok.us	(580)248-9146
	Macy Fisher	macy.fisher@doc.state.ok.us	(405)523-3075
	Donice Johnson	acdonicj@doc.state.ok.us	(405)4252670
	Peggy Kloehn	peggy.kloehn@doc.state.ok.us	(405-5233077
	Ernest Lamirand	ernest.lamirand@doc.state.ok.us	(405)425-7282
	ReNee' Lamirand	renee.lamirand@doc.state.ok.us	(405)425-2620
	Darlene Nicholson	darlene.nicholson@doc.state.ok.us	(405)425-2651
	Rex Merchant	rex.merchant@doc.state.ok.us	(918)683-8365
	Jeanne Mitchell	acjeannm@doc.state.ok.us	(405)425-2692
	Mercy Panicker	mercy.panicker@doc.state.ok.us	(405)962-6193
	Marla Rohrer	marla.rohrer@doc.state.ok.us	(405)4252534

Canteen/Trust Fund Operations/Public Work Programs & Work Release

	<u>Name</u>	<u>E-Mail</u>	<u>Phone</u>
Team Leader	Mary Wooden	mary.wooden@doc.state.ok.us	(918)885-2192x208
	Steven Amend	steven.amend@doc.state.ok.us	(405)962-6087
	Cathie Brunken	cathie.brunken@doc.state.ok.us	(405)425-2633
	Regina Etchison	regina.etchison@doc.state.ok.us	(918)302-4646
	Karen Hart	karen.hart@doc.state.ok.us	(405)425-7519
	Pat Rodgers	pat.rodgers@doc.state.ok.us	(405)525-4516
	Norma Tilly	norma.tilley@doc.state.ok.us	(918)885-2192x223

Cindy Wilkett
Kristi Wingo

cindy.wilkett@doc.state.ok.us
kristi.wingo@doc.state.ok.us

(405)525-4516
(918)302-4618

Employee Travel/Petty Cash

	<u>Name</u>	<u>E-Mail</u>	<u>Phone</u>
Team Leader	Sharla McDaniel	sharla.mcdaniel@doc.state.ok.us	(918)680-6616
	Sandy Dunn	sandy.dunn@doc.state.ok.us	(918)423-1668
	Toni Halferty	toni.halferty@doc.state.ok.us	(405)425-7131
	Rhonda Haworth	rhonda.haworth@doc.state.ok.us	(918)423-1668
	Donna Hayles	donna.hayles@doc.state.ok.us	(405)527-5676
	David Hill	david.hill@doc.state.ok.us	(405)425-2870
	Antwonette Kimble	antwonette.kimble@doc.state.ok.us	(405)425-2926
	Jennifer McCaulla	jennifer.mccaulla@doc.state.ok.us	(405)425-2562
	Lee McConnell	lee.mccconnell@doc.state.ok.us	(405)425-7530
	Thomas Powers	thomas.powers@doc.state.ok.us	(918)256-3392
	Paula Stamper	paula.stamper@doc.state.ok.us	(405)425-7531
	Marilyn Teetshorn	marilyn.teetshorn@doc.state.ok.us	(918)421-3310

Inventory/Fleet Management/Surplus Property

	<u>Name</u>	<u>E-Mail</u>	<u>Phone</u>
Team Leader	Janet Bolton	janet.bolton@doc.state.ok.us	(405)964-1627
	Carla Barto	carla.barto@doc.state.ok.us	(918)581-2798
	Michael Cupp	michael.cupp@doc.state.ok.us	(918)581-2944
	Robert Hackney	robert.hackney@doc.state.ok.us	(405)962-6181
	Mike Kitchens	mike.kitchens@doc.state.ok.us	(580)766-2224
	Deloris Oates	deloris.oates@doc.state.ok.us	(580)581-2936
	Danny Owens	danny.owens@doc.state.ok.us	(580)766-2224
	Michele Whitaker	michele.whitaker@doc.state.ok.us	(405)425-7213
	Bob Wilkerson	bob.wilkerson@docstate.ok.us	(405)425-2632
	Jeff Spaulding	jeff.spaulding@doc.state.ok.us	(405)425-2654

PeopleSoft/Problem Resolution/General Information

	<u>Name</u>	<u>E-Mail</u>	<u>Phone</u>
Team			
Leader	Rita Landers	rita.landerson@doc.state.ok.us	(405)527-4806
	Patrice Dyer	pat.dyer@doc.state.ok.us	(405)483-5909
	Stephanie Edwards	stephanie.edwards@doc.state.ok.us	(405)4252792
	Lura Fabian	lura.fabian@doc.state.ok.us	(405)425-7122
	Jo Holston	jo.holston@doc.state.ok.us	(580)977-3415
	Darlene Hoyt	darlene.hoyt@doc.state.ok.us	(405)744-1092
	Chris Kennedy	chris.kennedy@doc.state.ok.us	(405)425-2731
	Lisa Maly	lisa.maly@doc.state.ok.us	(580)977-3416
	LaQuitta Reynolds	laquitta.reynolds@doc.state.ok.us	(405)425-2745
	Donna Valadez	donna.valadez@doc.state.us	(405)425-7185
	Maxine Walters	maxine.walters@doc.state.ok.us	(405)425-2790
	Dave Williams	david.williams@doc.state.ok.us	(405)425-2636
	Leon Wilson	leon.wilson@doc.state.ok.us	(405)527-8906
	Ron Wiser	ron.wiser@doc.state.ok.us	(405)425-2786