

**FINANCE & ACCOUNTING UNIT
EMPLOYEE CONTACT INFORMATION**

TOM JAMES, CHIEF FINANCIAL OFFICER

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BUDGET & PLANNING – VACANT, COMPTROLLER – Assistant Chief Financial Officer for Budget/Inventory/Accounts Control

Phone: (405)

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Budget FAX: 425-2021

NAME	RESPONSIBILITIES	PHONE	E-MAIL ADDRESS
Mary Keltch	Supervisor/Budget, CAFR, Budget Request	425-2656	Mary.keltch@doc.state.ok.us
Steven Hawkins	Grant Accounting	425-7185	steven.hawkins@doc.state.ok.us
Charles Berreth	Reconciles 1131 Clearing Acct, Trust Fund, Canteen, Restitution ASA, 200 Fund	425-2655	Charles.berreth@doc.state.ok.us
John New	Prepares Daily Deposits & Monthly Trend Reporting; Maintains Payroll Claims	425-2645	John.new@doc.state.ok.us

Account Reports & Inventory FAX: 425-2021

NAME	RESPONSIBILITIES	PHONE	E-MAIL ADDRESS
Jeanne Mitchell	Inventory Control	425-2694	Jeanne.mitchell@doc.state.ok.us

Accounts Control/PeopleSoft & CORE Training FAX: 425-2021

Purchase Card Administration/Surplus/Vehicles/Building/Land Inventory FAX: 425-7289

NAME	RESPONSIBILITIES	PHONE	E-MAIL ADDRESS
Pam Leuty	Supervisor	425-2560	Pam.leuty@doc.state.ok.us
Vacant	Accounting Assistant	425-7518	
Lee McConnell	Accounting Assistant	425-7213	lee.mcconnell@doc.state.ok.us
Bob Wilkerson	Agency Purchase Card Administrator ; Agency Purchase Card Training Coordinator; Surplus Property/Vehicles/Fleet Management/Building & Land Inventories	425-2632	Bob.wilkerson@doc.state.ok.us
Matt Rychner	Fleet Monthly Report and P/Card Training compliance/Inventory Backup	425-7443	Matt.Rychner@doc.state.ok.us

TRANSACTION ACCOUNTING SERVICES -- Chris Kennedy, Comptroller – Accounts Payable/Purchase Card Transactions

Phone: (405) 425-2731 FAX: (405) 425-2789

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Accounts Payable – FAX: 425-2789

NAME	RESPONSIBILITIES	PHONE	E-MAIL ADDRESS
John Booe	Consolidation Accountant	425-2534	John.Booe@doc.state.ok.us
Kathy Davis	LARC/MBCC/JCCC/JLCC/NEOCC/BJCC/JHCC/OSP/MACC/EWCC/JDCC/Medical	425-2669	Kathy.davic@doc.state.ok.us
Tyler Davis	Community Corrections/Community Sentencing/Replacement Warrants	425-2040	Tyler.Davis@doc.state.ok.us
Stephanie Edwards	Contract Facilities/General Administration/Admin./Field Supp./Travel	425-2792	Stephanie.edwards@doc.state.ok.us
Judy Harris	OCI/Ag /JHECC/HMCC/DCCC/OSR/JBCC/WKCC	425-7271	Judy.Harris@doc.state.ok.us
Gwen Zimmerman	Warrant Distribution / Voucher Scanning	425-2661	Gwen.zimmerman@doc.state.ok.us

Purchase Card – FAX: 425-7289

NAME	RESPONSIBILITIES	PHONE	E-MAIL ADDRESS
Donice Johnson	Supervisor/Purchase Card Transactions Accounting	425-2670	Donice.johnson@doc.state.ok.us
ReNee Lamirand	Purchase Card Transactions Accounting	425-2620	Renee.lamirand@doc.state.ok.us

Administrative Services Business Office – FAX: 425-7154

NAME	RESPONSIBILITIES	PHONE	E-MAIL ADDRESS
Toni Halferty	Administrative Business Manager	425-7131	Toni.halferty@doc.state.ok.us
Debra Leistner	Administrative Accountant	425-2671	Debra.Leistner@doc.state.ok.us
BJ Compton	Administrative Accountant	425-2663	Bj.compton@doc.state.ok.us

OFFENDER ACCOUNTING SERVICES -- Ron Wiser, Comptroller – Canteen/Restitution/Offender Banking System

Phone: (405) 425-2786 FAX: (405) 425-7184

E-mail: Ron.wiser@doc.state.ok.us

Canteen FAX: 425-2512 --- Restitution FAX: 425-7240 ---- Trust Fund/Court Costs 425-7184

NAME	RESPONSIBILITIES	PHONE	E-MAIL ADDRESS
Michele Whitaker	OBS/Parent Canteen Accountant	425-2870	Michele.whitaker@doc.state.ok.us
Alan Cooper	Central Trust Fund/Court Costs Account	425-2633	Alan.cooper@doc.state.ok.us

Canteen FAX: 425-2512 --- Restitution FAX: 425-7240 ---- Trust Fund/Court Costs 425-7184

NAME	RESPONSIBILITIES	PHONE	E-MAIL ADDRESS
Judy Blount	Supervisor -- Restitution/Parent Canteen/Central Trust	425-2868	Judy.blount@doc.state.ok.us
Rebecca Densmore	Assistant Supervisor – Restitution/Suspense Accountant/Temporary Parent Canteen Acct.	425-2794	Rebecca.densmore@doc.state.ok.us
Tammie Giudice	SE District Cases/Daily Deposits/Writes Restitution Checks	425-2795	Tammie.martin@doc.state.ok.us
Vacant	Tulsa/NE Districts/Accepts or Rejects Field Collections for Deposit	425-2793	
Vacant	SW/NW Districts Cases/Processes Unsupervised Payments	425-2798	
Vacant	Central District Cases	425-2796	