

## VIRGINIA MILITARY INSTITUTE ACCOUNTS PAYABLE



Virginia Department of Accounts



## Planning for a campus visit for guest speaker/job candidate?

- When working with guests/candidates/recruits for their visit to VMI, a COVA W-9 must be sent to them to fill out and **submit** to the secure Comptroller Box folder so thier funds are not delayed.
- If necessary they can mail the form to:  
**VMI Budget & Finance, Accounts Payable**  
**330 Parade Avenue #314 Smith**  
**Lexington, VA 24450**

**BofA Reconciliation  
Due:  
May 21, 2023**

**New Website  
for A/P  
coming soon!  
Look for new  
Etrieve  
Travel Forms!**

## Who Do I Ask?

Lynn Carmack

- Adding GL account BofA Works
- BofA Works reconciliation questions
- Contract information
- Adding GL account eVA / BofA Works

Shana O'Quinn

- eVA assistance

Jessica Chittum:

- Receiver/ voucher processing
- Payment information

Peggy Herring:

- Travel- ALL INQUIRIES

Katelin Gilbert/ Dana Rogers:

- Adding GL account to Colleague

Judy Mullins:

- Budget Information