

NOTICE

Finance Department New Contact Group Email Addresses

In order to improve service delivery, the Finance Department has introduced contact groups to attend to enquiries specific to sections within the Department.

I encourage staff and students to make use of these email addresses. The respective section staff all have access to the contact groups, and can therefore respond faster to email enquiries received (especially when one staff member is out of office).

The new contact group email addresses are as follows:

FOR ENQUIRIES RELATED TO:	Email address
1. Direct bank deposits, transfers & online payments	bankandcash@unam.na
2. Salaries/Payroll	payroll@unam.na
3. Purchases from Stores on Campuses	stores@unam.na
4. Assets (<i>Furniture, equipment, etc.</i>)	assets@unam.na
5. Procurement of Goods & Services	procurement@unam.na
6. Student Account Enquiries	studentaccounts@unam.na
7. Research Project accounts	projects@unam.na
8. Budgets, Cost Centre & Finance System access	budgets@unam.na
9. Payment and Invoice Enquiries	accountspayable@unam.na

We strive to improve our service delivery and become more efficient. Feedback on the new contact email addresses proficiency is welcome.

Thank you.

Ralph van Rooi

Bursar