



November 6, 2014

Attn: All Snow College Employees

RE: Snow College Accounts Payable

Dear Colleagues:

I would like to introduce myself as the Assistant Director for Finance for Snow College. My name is Lisa Jones and I have been with the college for 23 years. My office is located on the Richfield campus. I supervise all Accounts Payables for both Ephraim and Richfield campuses.

Checks are cut on Tuesdays and Thursdays-**unless indicated otherwise**. Checks are mailed the same day they are printed. To expedite your receipt of funds, I encourage you to sign up for direct deposit for all of your reimbursements.

There will be a bin for me in the business office in the Noyes building and a courier picks up items daily around 11 am. Please put all of your items for me in there. If it is a rush item or you have missed the courier, email or fax me. In cases of a rush on a check, the deadline for getting items to be paid to me will be Monday and Wednesday by 3 pm (**unless specified otherwise by email**).

Please note the billing address. All account correspondence should be sent to the following address:

Accounts Payable:
Snow College
800 W 200 S
Richfield, UT 84701

I look forward to working with you. If you have any questions or suggestions on how to make this run more smoothly, please let me know. Thank you!

Sincerely,

Lisa Jones
Snow College
Assistant Director of Finance
(435) 893-2245 phone
Lisa.jones@snow.edu