

Eastern Finance Branch Functional Area Listing

FUNCTIONAL AREA	NAME/E-MAIL	PHONE
Audit Issues	Frank Hewitt	(757) 441-6456
Billing	Morris Bracy	(757) 441-3433
Bills of Lading	Wanda Gonsalves	(757) 441-6527
Blanket Purchase Orders	Chris Barber	(757) 441-6525
Chief of Finance	Joycelyn Fitzgerald	(757) 441-3632
Contracts	Gwynn Caldwell	(757) 441-3434
CPCS 1099 Reporting	Morris Bracy	(757) 441-3433
FedEx payments	Chris Barber	(757) 441-6525
Gift and Bequest	Morris Bracy	(757) 441-3433
GPO Payments	Kathy Savage	(757) 441-3437
Imprest Fund Replenishment	Chris Barber	(757) 441-6525
Imprest Fund Policy/Audits	Patti Sam	(757) 441-3698
Inter-Agency Agreements	Kathy Savage	(757) 441-3437
Leases	Chris Barber	(757) 441-6525
Miscellaneous Payments	Morris Bracy	(757) 441-3433
Operational Issues	Patti Sam	(757) 441-3698
PCS Travel, Third Party Relocation	Wanda Gonsalves	(757) 441-6527
Purchase Card Check (Policy/Set-up)	Carolyn Collins	(757) 441-6886
Purchase Orders (NWS, NMFS Gloucester, MA, National Marine Sanctuary, MA)	Tricia Hahn	(757) 441-6804
Purchase Orders (All Others)	Haver Phillips	(757) 441-6574
Reimbursable Work Authorizations	Kathy Savage	(757) 441-3437
Telephone (Verizon)	Sylvia Downey	(757) 441-6015
Training (SF-182)	Chris Barber	(757) 441-6525
Travel Policy (Set-up)	Carolyn Collins	(757) 441-6886
Travel Voucher Reimbursements	Deborah Winfield	(757) 441-6527
	Kathy Savage	(757) 441-3437
	Wanda Gonsalves	(757) 441-6527
Utility Payments	Sylvia Downey	(757) 441-6015

Last Name	Phone Number
Fitzgerald, Joycelyn	(757) 441-3632
Barber, Chris	(757) 441-6525
Bracy, Morris	(757) 441-3433
Caldwell, Gwynn	(757) 441-3434
Collins, Carolyn	(757) 441-6886
Downey, Sylvia	(757) 441-6015
Gonsalves, Wanda	(757) 441-6527
Hahn, Tricia	(757) 441-6804
Hewitt, Frank	(757) 441-6456
Phillips, Haver	(757) 441-6574
Sam, Patti	(757) 441-3698
Savage, Kathy	(757) 441-3437
Winfield, Deborah	(757)441-3442
Vacant	(757) 441-6556
Vacant	(757) 441-6557
FAX Machine	(757) 441-3863
FAX Machine (Travel)	(757) 441-6051