Business Office

Provides centralized financial services to everybody at the Law School: from expense reimbursement to Faculty, Students, Staff and Guests, to the procurement of goods and services, to the settlement of all outstanding obligations.
POPPULAR SERVICES

TRAVEL & HOTELS
Book travel through Valerie Wilson, hotel rooms, and car service.

VENDORS & SUPPLIERS
Create/Modify an employee, student, or non-CU profile.

PAYMENTS
Reimburse an employee, non-employee/guest, pay an invoice, prize/award, honorarium.

KEY FORMS
Essential forms and links.
Columbia Law School
Business Office

OUR SERVICES (2 of 2)

I. TRAVEL & HOTELS
1. Air & Rail Travel
2. Car Service
3. Hotels in NYC
4. Student and Student Group Travel
5. Hotels for Groups outside NYC
6. How To/Training/Other
Questions?

J. VENDORS & SUPPLIERS
1. Create/Modify Employee & Student Profile
2. Create/Modify non-CU Profile
3. How To/Training/Other
Questions?
vendors@law.columbia.edu

K. KEY FORMS
Essential forms and links used for the procurement of goods and services as well as the settlement of outstanding payments.

L. GLOSSARY
Most common terms and definitions used at the Law School.

N. TRAINING MATERIALS
We offer introductory training: Presentation

M. STANDARD BUSINESS PROCESSES
Standard Business Processes provide best practices to everybody at the Law School.
A. DEPOSITS & BILLING

1. Incoming ACH & Wires
2. Check Deposit
3. Third Party Billing
4. How To/Training/Other

Questions? bank.deposit@law.columbia.edu
B. BUDGET PROCESS

1. Quarterly Reporting
2. New Needs
3. Chartfields (Initiative/Segment)
4. How To/Training/Other

Questions? business_office@law.columbia.edu
C. MISCELLANEOUS

1. Mobile Devices
2. Faculty Allocation/Spending Balances
3. Chartstring/Funding Source
4. Policies & Procedures
5. Payroll/Labor Accounting/Combocodes
6. CFO Approval
7. How To/Training/Other

Questions? business_office@law.columbia.edu
D. PAYMENTS

1. Payment Status
2. Invoice/PO Invoice
3. Reimbursement: Employees
4. Reimbursement: Non-Employees/Guests
5. International Payment
6. Honorarium
7. Letters of Credit
8. Cash Advance
9. Policy Exception Request
10. Chartstring Inquiry
11. Student Prizes & Awards
12. Internal Transfers/Journal Voucher
13. How To/Training/Other

Questions? payments@law.columbia.edu
E. SPONSORED PROJECTS & GRANTS

1. Project Set Up/Budget Modification/SubAwards
2. Financial Reporting to Sponsor
3. Effort Reporting
4. Financial Reports/CU/SPFR
5. Compliance/Audit
6. How To/Training/Other

Questions? business_office@law.columbia.edu
F. EVENTS

1. Contracts
2. Letters of Credit
3. Catering & Preferred Caterers
4. Third Party Events at CLS
5. Travel & Event Card (T-Card)
6. How To/Training/Other

Questions? events@law.columbia.edu
G. FINANCIAL SYSTEMS & ACCESS

1. ARC & PAC Access
2. P-Cards New/Modify
3. ARC/FDS Reporting
4. Staples New/Modify
5. ARC Speedcharts
6. How To/Training/Other

Questions? financial.systems@law.columbia.edu
H. PURCHASING & PROCUREMENT

1. Purchase Orders
2. Purchasing Card (P-Card)
3. Promotional Purchase
4. Travel & Event Card (T-Card)
5. How To/Training/Other

Questions? purchasing@law.columbia.edu
I. TRAVEL & HOTELS

1. Air & Rail Travel
2. Car Service
3. Hotels in NYC
4. Student and Student Group Travel
5. Hotels for Groups outside NYC
6. How To/Training/Other

Questions? travel@law.columbia.edu
J. VENDORS & SUPPLIERS

1. Create/Modify Employee & Student Profile
2. Create/Modify non-CU Profile
3. How To/Training/Other

Questions? vendors@law.columbia.edu
Columbia Law School
Business Office

Our Team

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