



Disbursement Team

Gwen Cartmell
Director of Disbursements

Payment Processing

- **Norma Smoley**
- James Scruggs
- Brittany Albert
- Open Position

Invoice Processing

- **Kailas Desai**
- Marlina Campbell
- Wanda Graves
- Robert Stevens
- Kevin Ward

Check Request

- Jamie Adams
- Curtis Perez
- Open Position

Travel

- **Clay Wilson**
- Susan Harbin

Payment Cards

- **Deb Jamerson**
- Brenda Inman



Email Contact Information

Email addresses effective October 1, 2015

Disbursements

• VUMCDisbursement@vanderbilt.edu

Payment Processing

• VUMCDSpayments@vanderbilt.edu

Invoice Processing
Check Request

• VUMCDisbursement@vanderbilt.edu

Payment Cards

• VUMCpaymentcards@vanderbilt.edu

Travel

• VUMCTravel@vanderbilt.edu
• VUMCConcur@vanderbilt.edu

Vendor Setup and
Maintenance

• VUMCRushVendors@vanderbilt.edu
• VUMCDSVendorMaintenance@vanderbilt.edu

Gwen Cartmell, Director of VUMC Disbursements 615-936-2448

Yolanda Redmond, Admin Director, Disbursements, Purchasing & Systems 615-343-4239



Disbursement Transition Matrix

Disbursement Process	VUMC Email Address	VU Email Address	VUMC Contact	VU Contact	Effective Date
Invoice Processing	VUMCDisbursement@vanderbilt.edu	dsdisbursements@vanderbilt.edu	Kailas Desai 615-343-0152	Tiffany Gregory 615-322-1055	8/1/2015
Payment Processing	VUMCDSpayments@vanderbilt.edu	Dspayments@vanderbilt.edu	Norma Smoley 615-322-1346	Keith Cribbs 615-343-2579	9/21/2015
Payment Cards	VUMCpaymentcards@vanderbilt.edu	paymentcards@vanderbilt.edu	Deb Jamerson 615-322-4985	Stephen Steinfath 615-322-6757	9/1/2015
Travel	VUMCTravel@vanderbilt.edu	travel@vanderbilt.edu	Clay Wilson 615-936-1295	Sabrina Kronk 615-875-8850	8/1/2015
	VUMCConcur@vanderbilt.edu	concurexpenses@vanderbilt.edu	Clay Wilson 615-936-1295	Tiffany Gregory 615-322-1055	
Vendor Setup and Maintenance	VUMCDSVendorMaintenance@vanderbilt.edu	DSVendorMaintenance@vanderbilt.edu	Brittany Albert 615-936-5970	Anna Sayakhom 615-343-2942	9/21/2015
	VUMCRushVendors@vanderbilt.edu	RushVendors@vanderbilt.edu			
Check Request - drop off/pick up			Gwen Cartmell 615-936-2448	Tiffany Gregory 615-322-1055	9/21/2015
"RUSH" Check Request - processed from new location			Gwen Cartmell 615-936-2448	Tiffany Gregory 615-322-1055	10/1/2015
Payment Card Applications/Pickup			Deb Jamerson 615-322-4985	Stephen Steinfath 615-322-6757	10/1/2015
Electronic Invoices	VUMCElectronicInvoices@vanderbilt.edu		Kailas Desai 615-343-0152		10/1/2015



Questions? Help is just a call or click away...

VU

- Disbursement Services
- 615-322-2911
- disbursements@vanderbilt.edu

- **Escalations:**
- Keith Cribbs 615-343-2579
- Keith.cribbs@vanderbilt.edu
- Tony Grayson 615-343-3429
- Tony.grayson@vanderbilt.edu

VUMC

- Disbursement Services
- 615-322-2911
- VUMCdisbursements@vanderbilt.edu

- **Escalations:**
- Gwen Cartmell 615-936-2448
- Gwen.cartmell@vanderbilt.edu
- Yolanda Redmond 615-343-4239
- yolanda.redmond@vanderbilt.edu