

Shared Services supports NMSU's goals through providing best in class delivery of support services. Let us know how we can better serve you by contacting us at [ASC-VPR@nmsu.edu](mailto:ASC-VPR@nmsu.edu) or (575) 646-2000.

Lourdes Alvarado-Salas Business Affairs Officer	Patricia Paulino Business Manager
Sandra Lujan Senior Accountant	

Shared Services provides expertise in:

***Procurement (AggieMart)***

- Transaction initiation support including review and approval

***Travel and Other Payments***

- Transaction initiation support including review and approval

***Budget Management Support***

- Budget status review, planning, transfers, forecasting, preparation and tracking
- Position management planning

***Accounting Services***

- Chart of Accounts maintenance
- Journal Vouchers - initiate entries to correct errors or move existing transactions
- Tracking of Unit defined commitments, reconciliations, reporting and forecasting
- Internal Service rate development and maintenance

***PCard***

- Approver for card reconciler

***Human Resources Support***

- Electronic labor adjustments and PAF preparation (transactional)