College of Education Business Services

Business Services Team

C. J. Keudell, Assistant Dean for Financial Affairs

- Budgets, commitments, money management, sweeps, administrative fee charge-backs, indirect cost return, facilities, DPAC.
- 512-471-7905

Barbara Morris, Administrative Services Officer II (Finance Officer)

- Travel, entertainment and OOEFS, APS/PBS agreements, cash advances, keys, co-sponsorships, affiliation and program agreements, records management, Student Affairs budgets and oversight, US News & World Report financial data.
- bmorris@austin.utexas.edu
- 512-475-9028

Angie Hoffman, Administrative Services Officer II (HR Officer)

- HR - faculty, staff, student; endowments, electronic office management, account reconciliation and certification.
- angie.hoffman@austin.utexas.edu
- 512-232-1199

Karla Steffen, Senior HR Coordinator

- Human Resources
- ksteffen@austin.utexas.edu
- 512-471-0800

Kamille Deysel, HR Coordinator

- Human Resources
- kamille.robertson@austin.utexas.edu
- 512-471-9035

Please send all approval requests and general inquiries to COEApprovals@austin.utexas.edu.

Resources

- Handbook of Business Procedures
- Handbook of Operating Procedures
- Request Form System
- UT Box
- UT Austin Business Contracts Office
- Office of Accounting Document Processing Times
- Office of Accounting Image Retrieval System
- Workday at UT Austin