

BUSINESS SERVICES

Business Management Services provides management support systems for the Facilities Management departments directly responsible for facilities, grounds, and utilities services to the Arkansas State University community.

Responsibilities of the department include work control center, cost accounting and customer billing, procurement of materials and warehousing, central receiving, budgeting and financial analysis, information systems and computer maintenance, utility tracking and billing, personnel travel arrangements, account billing processing, payroll document/leave record keeping, key and uniform administration.

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