ACCOUNTING OFFICE (RAG)

WHAT WE DO

- Management of incoming and outgoing payments
- Processing of invoices, fees and reimbursements
- Management of petty cash fund and treasury relations
- Inventory management

WHEN TO CONTACT US

- To issue debit notes for institutional events
- For payments of invoices, fees or reimbursements
- For petty cash reimbursements
- To register inventory additions or disposals

INFORMATION TO INCLUDE

- Funds (analytical unit/project, budget code); supplier/client; order, contract or U-GOV ID DG, if available; short description; contact details

CONTACT & USEFUL LINKS

- **General contact:** ufficioragioneria@sissa.it
- **PTA Missions:** missioni@sissa.it
- **Petty cash:** fondoeconomale@sissa.it
- Transparency Portal – Administration payments
- U-WEB missions
- Petty cash fund regulation
- Regulations on administration, finance and accounting

ACCOUNTING OFFICE (RAG)

SISSA

PEOPLE & ROOMS

Head of office

- Rebecca Nicole Kay - *room 229*

- Claudia Felet - *room 230*
- Anna Masuino - *room 253*
- Angelo Penco - *room 229*
- Roberto Petronio - *room 229*
- Francesca Presel – *room 253*
- David Pregarc – *room 230*
- Davide Rallo – *room 255*