Meet our New Leaders

We'd like to take this opportunity to introduce you to new staff members in the Controller's Office

JUSTIN CAMBRIDGE, CPA - Controller

A native of Michigan, Justin brings his non-profit accounting expertise to Holy Cross by way of Ernst & Young and New England Conservatory of Music. Justin received his Master of Science in Accountancy from the University of Notre Dame's Mendoza College of Business. Justin is a Boston resident and avid pianist.

AHMED KHALIL, Accounting Manager, Payables

Ahmed is a native of Egypt and received his Master of Science in Accounting from Clark University's School of Management. He most recently was working at Worcester State University and has a depth of experience managing the procure-to-pay process.

KRISTINA MARTIN, CPA, Director of Financial Operations and Systems

Overseeing most of the key accounting functions (Controller's Office, Payroll, Payables, and Purchasing), Kristina joined Holy Cross in August. Please reach out to her with any questions about a financial related system or process.

Proxy Emails

We encourage you to use the proxy email addresses when corresponding via email with our department. Please note that the proxy email addresses are monitored by several members of our team, so you can expect a prompt response even if one of us is on vacation or out of the office.

Finance Proxy Email Addresses Download

ChromeRiver Tips

Here are some basic reminders related to submitting Expense Reports within ChromeRiver.

- Submit expenses for each individual trip on one report (one trip=one report). If you need to make two reports for the same trip use this naming convention: Name of Trip #1 and then Name of Trip #2
- Include receipts for all purchases over $75. This includes flights.
- When submitting mileage reimbursement, include the Google map with your ChromeRiver expense report. This functionality is within ChromeRiver.
- Meal receipts should include the tip amount if you are asking to be reimbursed for the tip.
- Meals reimbursement should include the names of the people who ate the meal.
- Don't pay taxes. Holy Cross is a non-profit tax-exempt organization. If you need the tax-exempt certificate, please contact purchasing@holycross.edu.
- Reports should be submitted every two weeks. This ensures timely reimbursement and ensures expenses are shown in Adaptive to assist you with budget management in a timely manner.
- Check your ChromeRiver eWallet for transactions that need to be submitted.
- Use the lost and missing receipt form if you don't have a receipt.

Lost and Missing Receipt Form Download

ChromeRiver Training

Would you like a bit more assistance with your ChromeRiver? We provide training via Zoom or in person at your desk.
Email accountspayable@holycross.edu to request training.

We also provide customized Holy Cross ChromeRiver training through LinkedIn Learning.

Contracts

Did you know that more documents qualify as *contracts* than you may think, including quotes, letters of intent, agreements, and anything else that might obligate the College in any way?

Please remember that all contracts are required to be sent to contracts@holycross.edu for review and signature by one of the few authorized signers at the College.

Before submitting the contract, please verify budget availability, communicate with other departments impacted by the purchase, verify the purchasing department's ability to comply with terms, and identify any other risks and areas of concern.

Once sent, the contract will be reviewed to make sure that the appropriate terms and conditions are included and that the College's best interests are represented. It will then be route for signature by one of the limited number of authorized signers.

Depending on the nature and complexity of the contract, the review and negotiation process can take several weeks, so please plan accordingly.

OFFICE OF THE CONTROLLER
controller@holycross.edu
508-793-3497