

Staff Employee of the Week

Donna Nichols

NAME: Donna Nichols

JOB TITLE: Accounting Clerk III

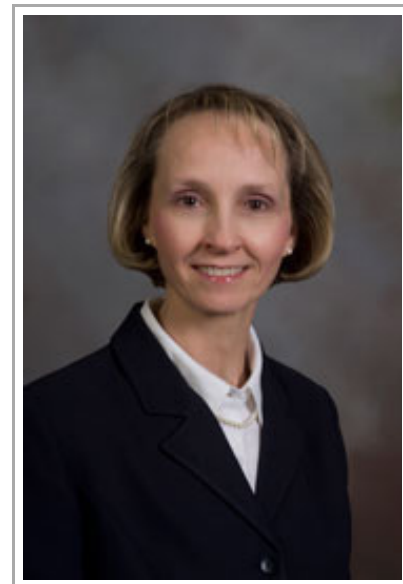
HOME DEPARTMENT: Controller's Office – Accounts Payable

COLLEGE OR VP AREA: Vice President for Finance and CFO

NOMINATED FOR: President's Award for Excellence and Governor's Award for Career Achievement

NOMINATED BY: Amy Burchett

VIRGINIA TECH HIRE DATE: October 25, 1985



SUMMARY

Donna has been employed at Virginia Tech for 24 years and has spent 17 of those years in Accounts Payable. She possesses a thorough knowledge of Commonwealth and University policies and procedures, an outstanding work ethic including a sincere commitment to the University, and the ability to provide outstanding customer service to customers internal and external to the Controller's Office.

She takes pride in the work that she does and strives to provide excellent customer service to the University community. She is well respected as a result of the high quality work that she produces.

In the past two years, Accounts Payable has increased efficiency by implementing automated procedures for invoice processing. Donna's counsel regarding policy and procedure has been invaluable to the implementation team and has contributed to the success of the project and increased efficiency, cost savings, and Prompt Pay percentages for the University.

Those that communicate with Donna often comment that her professionalism and accounts payable knowledge are invaluable and contribute to their personal success. Donna will always go the extra mile to resolve an issue.