

WHOM TO SEE FOR.....?

Account information	GRETCHEN	
Autoclave	SANDI/STEPHANIE	
Budget information and budget changes	SHANNON	
Building/repair issues/Renovations	STEPHANIE	
Classes, loading courses	SHANNON	
Classroom Scheduling	SHANNON	
Complaints	SHANNON	OR LISA
Donations to PBIO	STEPHANIE	
Faculty Calendar	STEPHANIE	
Faculty meetings	STEPHANIE	
Faculty retreat	STEPHANIE	
Franklin Staff Awards	STEPHANIE	
Graduate student issues	CHELSEA	
Grants management	SHANNON	
Holiday Party	STEPHANIE	
HR issues, help with visas	SHANNON	
Inventory	GRETCHEN	
Invoicing	GRETCHEN	
Keys	SHANNON	
Mail		
Off-campus use authorizations	GRETCHEN	
Payroll issues	SHANNON	
PBIO Newsletter	STEPHANIE	
PBIO Website	CHELSEA/STEPHANIE	
Personnel changes	SHANNON	
Plant Center Accounting	GRETCHEN	
Plant Center Administration		
Policies	SHANNON	
Property/equipment transfers	GRETCHEN	
Prospective students	CHELSEA	
Purchases/UGAMart/Pcard	GRETCHEN	
Purchasing office supplies		
Reimbursements	GRETCHEN	
Seminar speakers	SHANNON	
Special Events	STEPHANIE	
Surplussing equipment	GRETCHEN	
Telephone	STEPHANIE	
Travel authorities/expenses	GRETCHEN	
UPS Administration (forgot password?)	GRETCHEN	