

Whom to see for ...?

Account information	Gretchen	
Autoclave/Dish washing	Le'Ann	or 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	
Emergency Shelter	Go to room 1501	
Faculty Calendar	Stephanie	
Faculty Meetings	Stephanie	
Faculty Retreat	Stephanie	
Franklin Staff Awards	Stephanie	
Graduate student issues	Susan	
Grants management	Shannon	
Holiday Party	Stephanie	
HR issues, help with visas	Shannon	
Inventory	Gretchen	
Invoicing	Gretchen	
Keys	Chelsea	or Stephanie
Mail	Le'Ann	or Chelsea
New Student Symposium/Reception	Stephanie	
Off-campus use authorizations	Gretchen	
Payroll issues	Shannon	or Susan
PBIO Core Lab room 3602	Le'Ann	or Stephanie
PBIO Newsletter	Chelsea	
PBIO Website	Chelsea	or Stephanie
Personnel changes	Shannon	
Plant Center Accounting/Administration	Gretchen	
Policies	Shannon	
Property/equipment transfers	Gretchen	
Prospective graduate students	Susan	
Purchases/UGAMart/Pcard	Gretchen	or Chelsea
Purchasing office supplies	Chelsea	
Reimbursements	Gretchen	
Seminar speakers	Chelsea	
Special events	Stephanie	
Surplusing equipment	Stephanie	or Gretchen
Telephone	Stephanie	
Travel authorities/expenses	Gretchen	
UPS Administration (forgot password?)	Gretchen	