WHOM TO SEE FOR..................?

Account information: GRETCHEN
Autoclave: 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: SUSAN
Grants management: SHANNON
Holiday Party: STEPHANIE
HR issues, help with visas: SHANNON
Inventory: GRETCHEN
Invoicing: GRETCHEN
Keys: SHANNON OR STEPHANIE
Mail: CHELSEA
New student symposium: STEPHANIE
Off-campus use authorizations: GRETCHEN
Payroll issues: SHANNON OR SUSAN
PBIO Newsletter: STEPHANIE
PBIO Website: STEPHANIE OR CHELSEA
Personnel changes: SHANNON
Plant Center Accounting: GRETCHEN
Plant Center Administration: GRETCHEN
Policies: SHANNON
Property/equipment transfers: GRETCHEN
Prospective students: SUSAN
Purchases/UGAMart/Pcard: GRETCHEN OR CHELSEA
Purchasing office supplies: CHELSEA
Reimbursements: GRETCHEN
Seminar speakers: CHELSEA
Special Events: STEPHANIE
Student Symposium: STEPHANIE
Surplusing equipment: GRETCHEN
Telephone: STEPHANIE
Travel authorities/expenses: GRETCHEN
UPS Administration (forgot password?): GRETCHEN