

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	VACANT	
New student symposium	STEPHANIE	
Off-campus use authorizations	GRETCHEN	
Payroll issues	SHANNON	SUSAN
PBIO Newsletter	STEPHANIE	
PBIO Website	STEPHANIE	OR VACANT
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 VACANT
Purchasing office supplies	VACANT	
Reimbursements	GRETCHEN	
Seminar speakers	VACANT	
Special Events	STEPHANIE	
Student Symposium	STEPHANIE	
Surplussing equipment	GRETCHEN	
Telephone	STEPHANIE	
Travel authorities/expenses	GRETCHEN	
UPS Administration (forgot password?)	GRETCHEN	