

WHOM TO SEE FOR.....?

Account information	Amanda Cummings, 2-1829, <a href="mailto:Amanda.cummings@uga.edu">Amanda.cummings@uga.edu</a>
Autoclave/Dish washing facility	Sandi Lessl, 2-1866, <a href="mailto:slessl@uga.edu">slessl@uga.edu</a>
Budget information and budget changes	Gretchen Bowen, 2-1800, <a href="mailto:gbowen@uga.edu">gbowen@uga.edu</a>
Building/repair issues/renovations	Stephanie Chirello, 2-1820 <a href="mailto:chirello@uga.edu">chirello@uga.edu</a>
Classes, loading courses	Gretchen
Classroom scheduling	Gretchen
Complaints	Gretchen/Lisa
Computer/Technology needs	Franklin IT, Richard, Daniel, Sharon <a href="mailto:helpdesk@franklin.uga.edu">helpdesk@franklin.uga.edu</a>
Conference Room reservations	Whitney, Chelsea, Stephanie, Amanda, Gretchen
Custodial Needs	Stephanie
Directory updates	Stephanie
Donations to PBIO	Stephanie
Faculty Awards	Stephanie
Faculty Calendar	Stephanie
Faculty Meetings	Stephanie
Faculty Promotion & Tenure	Stephanie
Faculty Retreat	Stephanie
Franklin Staff Awards	Stephanie
Graduate Student Issues	Chelsea Hargroves, 2-1809, <a href="mailto:chelsea7@uga.edu">chelsea7@uga.edu</a>
Grants management	Gretchen
Holiday party	Stephanie
HR issues, help with visas	Gretchen
Inventory	Whitney Miller, 2-3732, <a href="mailto:whitney.miller@uga.edu">whitney.miller@uga.edu</a>
Invoicing	Amanda
Keys	Gretchen/Whitney
Mail	Whitney
Off-campus use authorizations	Amanda
Payroll issues	Gretchen
PBIO Core Facility	Sandi/Stephanie
PBIO Newsletter	Stephanie
PBIO website	Chelsea/Stephanie
Personnel changes	Gretchen
Policies	Gretchen
Property/equipment transfers	Whitney
Prospective students	Chelsea
graduate and undergrad	
Purchases/UGAMart/Pcard	Amanda
Purchasing office supplies	Whitney
Reimbursements	Amanda
Seminar speakers	Whitney
Special events	Stephanie
Surplusing equipment	Stephanie
Telephone	Whitney
Travel authorities/expenses	Amanda
UPS Administration (forgot password?)	Amanda
Work Study Students	Chelsea