WHOM TO SEE FOR……………..?

Account information
Georgi Austin – FCFAST-PBIO@uga.edu

Auto clave/Dish washing facility
Lisa Moncrief, 2-1820; Jessica Hudgins 2-3732

Budget information and budget changes
Georgi Austin – FCFAST-PBIO@uga.edu

Building/repair issues/renovations
Lisa Moncrief, 2-1820, lisa.moncrief@uga.edu

Classes, loading courses
Jessica Hudgins, 2-3732, Jessica.Hudgins@uga.edu

Classroom scheduling
Jessica Hudgins, 2-3732, Jessica.Hudgins@uga.edu

Complaints
Lisa Moncrief or John Burke

Computer/Technology needs
Franklin IT, Richard, Mark, Promyce helpdesk@franklin.uga.edu

Conference Room reservations
Jessica Hudgins, Lisa Moncrief

Custodial Needs
Lisa Moncrief

Directory updates
Lisa Moncrief

Donations to PBIO
Lisa Moncrief

Faculty Awards
Lisa Moncrief

Faculty Calendar
Lisa Moncrief

Faculty Meetings
Lisa Moncrief

Faculty Promotion & Tenure
Lisa Moncrief

Faculty Retreat
Lisa Moncrief

Franklin Staff Awards
Lisa Moncrief

Graduate Student Issues
Chelsea Hargroves, 2-1809, chelsea7@uga.edu

Grants management
Franklin Works Rest, fcrest5@uga.edu

Holiday party
Lisa Moncrief

HR issues, help with visas
Georgi Austin – FCFAST-PBIO@uga.edu

Inventory
Jessica Hudgins, 2-3732, Jessica.Hudgins@uga.edu

Invoicing
Amanda

Keys
Michelle Brawner, fcbsc5@uga.edu

Mail
Jessica Hudgins, 2-3732, Jessica.Hudgins@uga.edu

Off-campus use authorizations
Lisa Moncrief

Payroll issues
Georgi Austin

PBIO Core Facility
Lisa Moncrief

PBIO Newsletter
Jessica Hudgins, 2-3732, Jessica.Hudgins@uga.edu

PBIO website
Chelsea/Lisa

Personnel changes
Georgia Austin

Policies
Lisa Moncrief

Property/equipment transfers
Jessica Hudgins, 2-3732, Jessica.Hudgins@uga.edu

Prospective students
Chelsea

Purchases/UGAMart/Pcard
Michelle Brawner, fcbsc5@uga.edu

Purchasing office supplies
Jessica Hudgins, 2-3732, Jessica.Hudgins@uga.edu

Reimbursements
Michelle Brawner, fcbsc5@uga.edu

Seminar speakers
Jessica Hudgins, 2-3732, Jessica.Hudgins@uga.edu

Special events
Stephanie

Surplusing equipment
Jessica Hudgins, 2-3732, Jessica.Hudgins@uga.edu

Telephone
Whitney

Travel authorities/expenses
Michelle Brawner, fcbsc5@uga.edu

Work Study Students
Chelsea