

WHOM TO SEE FOR.....?

Account information	Georgi Austin – <a href="mailto:FCFAST-PBIO@uga.edu">FCFAST-PBIO@uga.edu</a>
Autoclave/Dish washing facility	Lisa Moncrief, 2-1820; Jessica Hudgins 2-3732
Budget information and budget changes	Georgi Austin – <a href="mailto:FCFAST-PBIO@uga.edu">FCFAST-PBIO@uga.edu</a>
Building/repair issues/renovations	Lisa Moncrief, 2-1820, <a href="mailto:lisa.moncrief@uga.edu">lisa.moncrief@uga.edu</a>
Classes, loading courses	Jessica Hudgins, 2-3732, <a href="mailto:Jessica.Hudgins@uga.edu">Jessica.Hudgins@uga.edu</a>
Classroom scheduling	Jessica Hudgins, 2-3732, <a href="mailto:Jessica.Hudgins@uga.edu">Jessica.Hudgins@uga.edu</a>
Complaints	Lisa Moncrief or John Burke
Computer/Technology needs	Franklin IT, Richard, Mark, Promyce <a href="mailto:helpdesk@franklin.uga.edu">helpdesk@franklin.uga.edu</a>
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, <a href="mailto:chelsea7@uga.edu">chelsea7@uga.edu</a>
Grants management	Franklin Works Rest, <a href="mailto:fcrest5@uga.edu">fcrest5@uga.edu</a>
Holiday party	Lisa Moncrief
HR issues, help with visas	Georgi Austin – <a href="mailto:FCFAST-PBIO@uga.edu">FCFAST-PBIO@uga.edu</a>
Inventory	Jessica Hudgins, 2-3732, <a href="mailto:Jessica.Hudgins@uga.edu">Jessica.Hudgins@uga.edu</a>
Invoicing	Amanda
Keys	Michelle Brawner, <a href="mailto:fbpsc5@uga.edu">fbpsc5@uga.edu</a>
Mail	Jessica Hudgins, 2-3732, <a href="mailto:Jessica.Hudgins@uga.edu">Jessica.Hudgins@uga.edu</a>
Off-campus use authorizations	Lisa Moncrief
Payroll issues	Georgi Austin
PBIO Core Facility	Lisa Moncrief
PBIO Newsletter	Jessica Hudgins, 2-3732, <a href="mailto:Jessica.Hudgins@uga.edu">Jessica.Hudgins@uga.edu</a>
PBIO website	Chelsea/Lisa
Personnel changes	Georgia Austin
Policies	Lisa Moncrief
Property/equipment transfers	Jessica Hudgins, 2-3732, <a href="mailto:Jessica.Hudgins@uga.edu">Jessica.Hudgins@uga.edu</a>
Prospective students	Chelsea
graduate and undergrad	
Purchases/UGAMart/Pcard	Michelle Brawner, <a href="mailto:fbpsc5@uga.edu">fbpsc5@uga.edu</a>
Purchasing office supplies	Jessica Hudgins, 2-3732, <a href="mailto:Jessica.Hudgins@uga.edu">Jessica.Hudgins@uga.edu</a>
Reimbursements	Michelle Brawner, <a href="mailto:fbpsc5@uga.edu">fbpsc5@uga.edu</a>
Seminar speakers	Jessica Hudgins, 2-3732, <a href="mailto:Jessica.Hudgins@uga.edu">Jessica.Hudgins@uga.edu</a>
Special events	Stephanie
Surplusing equipment	Jessica Hudgins, 2-3732, <a href="mailto:Jessica.Hudgins@uga.edu">Jessica.Hudgins@uga.edu</a>
Telephone	Whitney
Travel authorities/expenses	Michelle Brawner, <a href="mailto:fbpsc5@uga.edu">fbpsc5@uga.edu</a>
Work Study Students	Chelsea