

WHOM TO SEE FOR.....?

Account information  
Autoclave/Dish washing facility  
Budget information and budget changes  
Building/repair issues/renovations  
Classes, loading courses  
Classroom scheduling  
Complaints  
Computer/Technology needs  
Conference Room reservations  
Custodial Needs  
Directory updates  
Donations to PBIO  
Faculty Awards  
Faculty Calendar  
Faculty Meetings  
Faculty Promotion & Tenure  
Faculty Retreat  
Franklin Staff Awards  
Graduate Student Issues  
Grants management  
Holiday party  
HR issues, help with visas  
Inventory  
Invoicing  
Keys  
Mail  
Off-campus use authorizations  
Payroll issues  
PBIO Core Facility  
PBIO Newsletter  
PBIO website  
Personnel changes  
Policies  
Property/equipment transfers  
Prospective students

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graduate and undergrad  
Purchases/UGAMart/Pcard  
Purchasing office supplies  
Reimbursements  
Seminar speakers  
Special events  
Surplusing equipment  
Telephone  
Travel authorities/expenses  
Work Study Students

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