

Procedure	Main Contact	Backup / Interim
Additional Pay Entry into System	Ginger McGlamery	Bonny Downing
Approval of PMRs (Project Modification Requests)	Ginger McGlamery	Dr. Barlaz
Budget / Account (Financial) Information for the Dept	Ginger McGlamery	Dr. Morton Barlaz or Brittane Jarrell
Building Security, problems with lighting, air conditioning, minor, non-minors issues, etc.	Annette Maynard	
Campus Approval for Travel	Ginger McGlamery	Dr. Barlaz
Ce-staff Email Listerv	Ginger McGlamery	Annette Maynard
Checks / Deposits for donations & "other"	Barbara Simerson	Ginger McGlamery
Conference Room Scheduling	Barbara Simerson	Annette Maynard
Copying, Fax Services, Fedex, Mail Services	Barbara Simerson	Annette Maynard
Department Account Transactions / Reconciliation	Ginger McGlamery	Christine Franek
Department Head's calendar	Annette Maynard	
Effort reports (TEARS)	Christine Franek, Brittane Jarrell, & Millie Gilmartin	Ginger McGlamery
Gifts / Donations / Development	Lindsay Smith	
Graduate Appointments	Renee Howard	Ginger McGlamery
Graduate student Issues and Management	Renee Howard	Ranji Ranjithan
HR / Employment for Faculty, & EPA & Temps	Bonny Downing	Ginger McGlamery
Immigration or International Matters	OIS - International Office	
Injury at work, First Report	Bonny Downing	Ginger McGlamery
Invoicing / Accounts Receivables	Brittane Jarrell	Ginger McGlamery
Keys to offices and lock changes	Renee Howard	Ranji Ranjithan
Lab and Truck Logs	Brittane Jarrell	Ginger McGlamery
Marketplace Orders	Barbara Simerson	Brittane Jarrell or Christine Franek
Payroll for EPA and Temps	Bonny Downing	Ginger McGlamery
PCard for Food Costs	Ginger McGlamery	Annette Maynard
Purchase Orders / Payments / Accounts Payables	Barbara Simerson	Brittane Jarrell, Christine Franek or Ginger McGlamery
Release Time Submission	Christine Franek, Brittane Jarrell, & Millie Gilmartin	Ginger McGlamery
Requisitions (Purchases over \$5,000)	Barbara Simerson	Brittane Jarrell, Christine Franek, or Ginger McGlamery
Research Project Management (NCDOT, USDOT, NOAA, Waster Management, etc)	Brittane Jarrell	Ginger McGlamery
Research Project Management (NSF, ARO, DOE, NSA, EPA, etc)	Christine Franek	Ginger McGlamery
Research Project Management (WRRRI, NAS, CICI, CNEFS, etc.)	Millie Gilmartin	Ginger McGlamery
Research Proposals (pre award)	Millie Gilmartin, Christine Franek (NSF), & Brittane Jarrell (NCDOT)	Ginger McGlamery
SARS Requests (System Access)	Ginger McGlamery	Bonny Downing or Christine Franek
Service Centers - Lab logs, account information, etc	Brittane Jarrell	Ginger McGlamery
Signature Authority List / Lowes Authorized Buyer List	Barbara Simerson	Brittane Jarrell or Ginger McGlamery
Staff Management and Personnel Issues	Ginger McGlamery	Dr. Morton Barlaz
Start Up Account Information	Ginger McGlamery	Dr. Morton Barlaz
Summer Salary on Research Projects	Christine Franek, Brittane Jarrell, & Millie Gilmartin	Ginger McGlamery
Supplies	Barbara Simerson	Brittane Jarrell or Ginger McGlamery
Tab Account Information	Ginger McGlamery	Dr. Morton Barlaz
Testing Service Agreements	Brittane Jarrell	Ginger McGlamery
Travel authorizations and reimbursements	Barbara Simerson	Brittane Jarrell or Ginger McGlamery
Undergraduate Students Issues and Management	Toni Pascucci	
Voucher approvals on 2, 6, & 7 accounts	Ginger McGlamery	Christine Franek or Brittane Jarrell
Web Site - Minor Additions and Updates	Ginger McGlamery	