

Procedure - Alphabetically	Main Contact	Backup / Interim
Budget / Account (Financial) Information (for non-5 accounts)	Ginger McGlamery	Dr. Morton Barlaz
Building Security, problems with lighting, air conditioning, minor, non-minors issues, etc.	Amy Alexander	
Checks / Deposits for donations & "other"	Bookkeeper (Vacant)	Ginger McGlamery
Conference Room Scheduling	Front Office Receptionist (Vacant)	Amy Alexander
Copy Machine, Fax Machine, Packages, Mail Services	Front Office Receptionist (Vacant)	Revolving Schedule with Staff Members
Department Head's calendar	Amy Alexander	
Effort reports (TEARS)	Ginger McGlamery	Millie Gilmartin
FedEx Labels	Front Office Receptionist (Vacant)	Ginger McGlamery / Millie Gilmartin
Food for Event Coordination	Toni Pascucci/Amy Alexander	Toni Pascucci/Amy Alexander
Gifts / Donations / Development	Lindsay Smith	
Graduate Appointments	Jodie Gregoritsch	Ginger McGlamery
Graduate student Issues and Management	Jodie Gregoritsch	Dr. 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	Ginger McGlamery	Millie Gilmartin
Keys to offices and lock changes	Jodie Gregoritsch	Dr. Ranji Ranjithan
Lab Logs Submission	Ginger McGlamery	Millie Gilmartin
Marketplace Orders	Bookkeeper (Vacant)	purchaserequest-ccee@ncsu.edu / Ginger McGlamery
Payroll for EPA and Temps	Bonny Downing	Ginger McGlamery
Proposals, Research (pre award)	Brenda Gainey (Millie Gilmartin for NCDOT)	Ginger McGlamery
Purchase Requests (ie Pcard, PO#, reimbursements)	Bookkeeper (Vacant)	purchaserequest-ccee@ncsu.edu / Ginger McGlamery
Release Time Submission for Departmental Budget Purposes	Ginger McGlamery	Dr. Morton Barlaz
Requisitions (Purchases over \$5,000)	Bookkeeper (Vacant)	purchaserequest-ccee@ncsu.edu / Ginger McGlamery
Research Project Management (NCDOT, USDOT, NOAA, Waster Management, etc)	Millie Gilmartin	Ginger McGlamery
Research Project Management (NSF, ARO, DOE, NSA, EPA, etc)	Contract Manager (Vacant)	Ginger McGlamery
Research Project Management (WRRI, NAS, CICI, CNEFS, etc.)	Brenda Gainey	Ginger McGlamery
SARS Requests (System Access)	Ginger McGlamery	Bonny Downing
Service Centers - Lab logs, account information, etc	Ginger McGlamery	Millie Gilmartin
Staff Management and Personnel Issues	Ginger McGlamery	Dr. Morton Barlaz
Start Up Account Information	Ginger McGlamery	Dr. Morton Barlaz
Summer Salary on Research Projects	See Research Project Management	Ginger McGlamery
Supplies	Front Office Receptionist (Vacant)	Revolving Schedule with Staff Members
Testing Service Agreements	Millie Gilmartin	Ginger McGlamery
Travel authorizations and reimbursements	Bookkeeper (Vacant)	Ginger McGlamery
Undergraduate Student Issues and Management	Toni Pascucci	Dr. Rudi Seracino / Dr. Tarek Aziz