

	Functional Area	Dean's Office 1101	Ag & Resource Economics 1172	Animal Sciences 1171	Bio Ag Science and Pest Mgmt 1177	Hort and Landscape Architecture 1173	Soil & Crop Science 1170	Ag Experiment Station 3001	AES Research Centers 3XXX
Business	Fiscal Officers	Jan Nayes (491-7691)	Julie Compton (491-6953)	Beth Kessler (491-1441)	Paula White (491-0488)	Sarah Solano (491-5271)	Jeannie Roberts (491- 3095)	Jon Stocking (491-6481)	Sarah Solano (491-5271)
	Purchase Document Creation and ACARD	Jennifer Garwood (491-2068)	Jennifer Garwood (491-2068)	Paul Cudmore (491-7233)	Jennifer Garwood (491-2068)	Paul Cudmore (491-7233)	Jennifer Garwood (491-2068)	Paul Cudmore (491-7233)	Paul Cudmore (491-7233)
	Cash/ Check Receipts	Jennifer Garwood (491-2068)							
	Phone and Cell Phone Reports	Jennifer Garwood (491-2068)							
	Travel	Jennifer Carter (491- 6274)	Donna Sosna (491-6325)	Nancy Weiss (491-7604)	Janet Dill (491-0402)	Kathi Nietfeld (491-7018)	Lorraine Voss (491-6501)	By Traveler	By Traveler
Human Resources	Grad Assistantships	Jan Nayes (491-7691)	Barb Brown (491-6955)	Melissa Weiss (491-1442)	Janet Dill (491-0402)	Kathi Nietfeld (491-7018)	Karen Allison (491-6295)	n.a.	n.a.
	Human Resources/Salaried Payroll	Marilyn Brown (491-3820)							
	Hourly Processing (New- Hires/Payroll)	Jennifer Garwood (491-2068)	Jennifer Garwood (491-2068)	Paul Cudmore (491-7233)	Jennifer Garwood (491-2068)	Paul Cudmore (491-7233)	Jennifer Garwood (491-2068)	Paul Cudmore (491-7233)	Paul Cudmore (491-7233)
	Equal Opportunity Coordinator	Jan Nayes (491-7691)							
	Pre award/Proposals	Kim Pendell (491-0926)& Jessi Fuentes (491-1931)							
Fiscal Officers	Departmental Fiscal Officers provide the following functions: Financial Management, Purchases, Reimbursements, Journal Entries, Reconciliations, Report Management, Budget Prep and Monitoring, Staffing Account Distributions								
Purchase Document Creation and ACARD	Document Creation (Purchases: IMO, AFE, Purch Reqs, WOAs, etc.); Filing; ACARD reallocations.								
Pre award / Proposals	Assist with review and processing pre-award proposals, including acting as liaison with the Office of Sponsored Programs, to help assure compliance with sponsor requirements								
Travel	Travel processing including Pre-trip and Post-trip documents, liaison with CSU Travel office and help assure compliance with University rules								
Grad Assistantships	Departmental Liaisons and coordinators for Grad Assistantships								
Human Resources / Salaried Payroll	Personnel Records / Salary Certifications/ New Hire Processing								
Office of Equal Opportunity Coordinator	Colorado State University, as a land-grant institution, is committed to enhancing diversity in all its forms to ensure an educational environment that is reflective of all aspects of our society. The OEOD is the University office charged with implementing, monitoring and evaluating programs, activities and procedures that support this commitment.								
Cash / Check Receipts	Receives and logs incoming cash and checks for deposits								
Phone and Cell Phone Reports	Print, distribute, collect and file phone reports to assure compliance with University record standards.								