Tory Gram – Office: 105 Deering Hall – Phone: 581-2947

General
- phone/office contact
- facilities contact person
- space oversight (managing keys and tracking space assignments)
- SFA Mainecard-custodian and adding funds
- photocopy (charges and maintenance)
- assistance to Director (scheduling meetings, notifying faculty, etc.)

Personnel
- appointment forms (grad students, adjunct and cooperating faculty, temporary employees)
- undergraduate students—hiring and approving time
- custodian of personnel files
- assisting with reappointments, and promotion and tenure process
- time and effort reports (ORSP)

Gifts to Funds
- deposit forms for gifts
- thank you letters for gifts

Travel
- travel reimbursements
- travel advances
- departmental vehicle billing

Vicki Barbalias – Office: 105 Deering Hall – Phone: 581-1621

Purchasing
- approving carts in Mainestreet Marketplace
- receiving packing slips
- checking that invoices are paid
- ordering supplies
- review & approve individual Pcard transactions, reconcile monthly, ensure Director’s signatures
- maintaining financial files, e.g. Pcard files
- service contracts

Other Financial
- IDOs, check requests, petty cash
- schedule of collections for payments to service labs (except spectrograph)
- gifts to individual faculty programs

Other record keeping
- tracking and reporting (to Director and to individual faculty) individual teaching expenditures from the School E&G account
- scheduling and tracking QC Services visits
- CUGR and other student research awards, tracking spending and making sure purchases are charged correctly
Cindy Merritt – Office: 102 Deering Hall – Phone: 581-2936

- tracking spending on research accounts, MAFES accounts, and E&G account (exclusive of individual teaching expenditures)
- monthly reports (grants, gifts, MAFES, operating)
- reconcile expense record to GL
- assisting in grant proposal preparation, budgeting and cost-sharing, help with PARS
- appointment forms for faculty summer salary