

Procedure - Alphabetically	Main Contact	Backup / Interim
Budget / Account (Financial) Information (for non-5 accounts)	Ginger McGlamery	Dr. Jackie Gibson
Building Access requests, Badge Access requests	Amy Alexander	Jodie Gregoritsch
Building Security, problems with lighting, air conditioning, minor, non-minors issues, etc.	Eva Stancil	Amy Alexander
Checks / Deposits for donations & "other"	Angie Carroll	Millie Gilmartin
Conference Room Scheduling	Eva Stancil	Amy Alexander
Copy Machine, Fax Machine, Packages, Mail Services	Eva Stancil	Amy Alexander All other Business Staff as needed
Department Head's calendar	Amy Alexander	
Effort reports (TEARS)	Ginger McGlamery	Jessica Valdez
FedEx Labels	purchaserequest-ccee@ncsu.edu	Eva Stancil All Business Office Staff
Food for Event Coordination	Rachael Ayres Eva Stancil	Rachael Ayres/Amy Alexander
Gifts / Donations / Development	Michael Auchter	Department Head
Graduate Appointments	Jodie Gregoritsch	Millie Gilmartin Ginger McGlamery
Graduate student Issues and Management	Jodie Gregoritsch	Dr. Moe Pour-Ghaz
HR / Employment for Faculty, & EPA & Temps	Angela Efimenko	Ginger McGlamery
Immigration or International Matters	OIS - International Office	
Injury at work, First Report	Angela Efimenko	Ginger McGlamery
Lab Logs Submission	Millie Gilmartin	Ginger McGlamery
Marketplace Orders	purchaserequest-ccee@ncsu.edu	Angie Carroll/Morgan Lawson Millie Gilmartin
Parking Permits for Visitors	Eva Stancil	Amy Alexander
Payroll for EPA and Temps	Angela Efimenko	Ginger McGlamery
Proposals, Research (pre award)	Michael Hahn	Jessica Valdez
Purchase Requests (ie Pcard, PO#, reimbursements)	purchaserequest-ccee@ncsu.edu	Angie Carroll/Morgan Lawson Millie Gilmartin
Release Time Submission for Departmental Budget Purposes	Ginger McGlamery	Dr. Jackie Gibson
Requisitions (Purchases over \$5,000)	purchaserequest-ccee@ncsu.edu	Angie Carroll/Morgan Lawson Millie Gilmartin
Research Project Management Requests & Inquiries	ccee-research_management@ncsu.edu	Jessica Valdez Ginger McGlamery
SARS Requests (System Access)	Millie Gilmartin	Ginger McGlamery
Service Centers - Lab logs, account information, etc	Millie Gilmartin	Ginger McGlamery
Staff Management and Personnel Issues	Ginger McGlamery	Dr. Jackie Gibson
Start Up Account Information	Ginger McGlamery	Dr. Jackie Gibson
Summer Salary on Research Projects	Ginger McGlamery	Millie Gilmartin / Jessica Valdez
Supplies	Eva Stancil	Amy Alexander
Testing Service Agreements	Millie Gilmartin	Ginger McGlamery
Travel authorizations and reimbursements	purchaserequest-ccee@ncsu.edu	Morgan Lawson Angie Carroll
TSA Invoicing / Accounts Receivables	Millie Gilmartin	Ginger McGlamery
Undergraduate Student Issues and Management	Rachael Ayres	Dr. Shane Underwood

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