

**Summary of Animal and Food Sciences Business and Faculty/Staff Support Functions
and Personnel with Primary and Secondary Responsibilities**

	Personnel					
Business Function	AP Myers-Wilson	Micah Satterly	Shawna Banks	Kevin Hagan	Melissa Gardner	OPEN
Budget Management	Primary/ Approver					
Checks/ Cash Handling	Secondary	Secondary	Primary	Secondary	Primary	
Purchasing	Approver		PSC/ PRD/ Honorariums/ quotes/ invoices/PO requests	Utilities	Amazon Ariba / Catalog items	
Travel	Approver and secondary			Primary		
Human Resources	Secondary	Primary		GSA Contracts		
Conference Planning and Reservations		Secondary			Primary	
Facility Maintenance					Primary - Garrigus bldg and FARMS	
Property (animal and equipment) and Space Inventory	Secondary	Primary	Secondary			
Mail Distribution					Primary	Secondary
ProCards	Primary/Approver		Primary/ Shared	Primary Travel Related activities		
Grants	Primary					

NOTE: Melissa Gardner handles all Faculty support (copies/tests/posters et al)