

## **Business Office Responsibilities in the Department of Animal and Food Sciences**

The Department of Animal and Food Sciences is a diverse and complicated organization that must fill the three missions of the land grant system. The number of faculty/staff and the large infrastructure, including the nine farms and support units, create a large volume of business activity. To best serve the needs of the faculty/staff and meet our fiduciary responsibilities, the business and faculty/staff support functions need to be carefully dispersed amongst the Business Office staff.

The business and faculty/staff support functions in the department include budget management, purchasing, travel, human resources, conference planning and reservations, facility maintenance and property inventory, mail distribution, and faculty/staff support. Below is a listing of each of these function areas and their various associated tasks, and the primary and secondary key personnel assigned to each function area.

Please send all purchasing and other time-sensitive requests to our shared email: [AFSBusiness@uky.edu](mailto:AFSBusiness@uky.edu).

### **Budget Management**

Primary: Christine Tarne

Secondary: Cortney Decker

- Account management and reconciliations
- Track salary savings, course fees, and other allocated balances
- Respond to college requests regarding annual budget processes
- Submit information for college's annual AD419
- Sale of animals and commodities
- Maintain financial records
- Monthly ledger sheets—Cortney

### **Checks and Cash**

Specific responsibilities are outlined on page 3

- Checks and cash must be hand-carried to Robin Notton, Christine Tarne, or Cortney Decker.
- Checks must be delivered to the business office within one week of receipt. They should **never** be left in mailboxes and should be stored securely (locked drawer, etc.) until handed to Robin, Christine, or Cortney.
- Cash must be hand-carried to the business office within one business day of any AFS employee's receiving it.
- Cash should **never** be sent by U.S. Mail or campus mail.
- Please refer to department cash-handling procedures (available at <http://afs.ca.uky.edu/administration>) for the complete process.

### **Purchasing**

Coordinated between Christine Tarne, Cortney Decker, and Kevin Hagan

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- Personal service contracts and purchase orders for \$10,000 or more—Christine
- Personal service contracts and purchase orders for less than \$10,000—Cortney
- Procard documentation—Cortney
- PRDs/check requests—Cortney
- Requests to purchase from UK catalogs (Office Depot, VWR, etc.) must be sent to [AFSBusiness@uky.edu](mailto:AFSBusiness@uky.edu).
- Utility payments—Kevin Hagan
- Petty cash/IMPREST accounts—Christine

### **Travel**

Primary: Kevin Hagan

Secondary: Cortney Decker

- Pre-travel requests
- Travel reimbursement

**Human Resources**

Primary: Cindy Stidham

Secondary: Christine Tarne

- Initiation of all staff position descriptions (JAQs)
- Maintain records of all job searches
- Maintain personnel records, payroll and leave records
- Hiring documentation
- International Office requests
- Cost distribution and faculty effort planning (FES/ EPS)
- eCRT payroll prereview—Christine is primary
- HR reconciliations
- Promotion and Tenure documentation
- Merit evaluation documentation
- Maintain listservs—Kevin Veach
- Faculty meeting minutes
- Academic appointment (adjunct, teaching staff, non-tenured faculty)
- Assist department chair as needed

**Conference Planning/ Reservations**

Primary: Robin Notton

Secondary: Kevin Hagan

- Hotel and travel arrangements for conferences or visitors
- Hotel and travel arrangements for faculty candidates—Cindy
- Good Barn and classroom reservations
- Parking permits for guests
- Motor pool reservations

**Facility Maintenance**

Primary: Robin Notton

Secondary: Kevin Hagan

- Work orders for building maintenance and repairs

**Property Inventory**

Primary: Robin Notton

Secondary: Kevin Veach

- Equipment inventory—Robin
- Space inventory—Kevin V.
- Computer surplus—Kevin V.
- Minor equipment inventory—Robin
- Collection and summarizing animal inventory—Robin (Christine is secondary)
- Collection and summarizing Meat Lab inventory—Robin (Christine is secondary)

**Department Support**

Primary: Robin Notton

Secondary: Kevin Hagan

- Photocopy requests
- Word processing
- Poster printing—Kevin Veach is backup

**DGS support**

Primary: Robin Notton

Cindy/Christine back up as needed

**Mail Distribution**

Primary: Robin Notton

Secondary: Kevin Hagan

- Organize and prepare outgoing mail and packages (FedEx, UPS, etc.)
- Sort and distribute incoming mail
- Mass mailings

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

Business Function	Personnel					
	Christine Tarne	Cindy Stidham	Cortney Decker	Kevin Hagan	Robin Notton	Kevin Veach
Budget Management	Primary/ Approvals		Secondary/ specific area <sup>1</sup>			
Checks/ Cash Handling	Secondary	Specific area <sup>2</sup>	Secondary		Primary	
Purchasing	Primary/ Approvals		Specific areas <sup>3</sup>	Specific areas <sup>4</sup>		
Travel		Approvals	Secondary	Primary		
Human Resources	Secondary <sup>5</sup>	Primary <sup>6</sup>				Specific area <sup>7</sup>
Conference Planning and Reservations		Specific area <sup>8</sup>		Secondary	Primary	
Facility Maintenance				Secondary	Primary	
Property and Space Inventory	Specific area <sup>9</sup>				Primary	Secondary/ specific area <sup>10</sup>
Mail Distribution				Secondary	Primary	
Department Support				Secondary	Primary	
DGS Support	Backup	Backup			Primary	

<sup>1</sup> Primary for monthly ledger sheets

<sup>2</sup> Primary for check/cash transmittals to Treasury Services.

<sup>3</sup> Primary for procards, non-utility PRDs, and UK catalog purchases not listed below (note 4).

<sup>4</sup> Primary for UK catalog purchases from VWR, Fisher, Life Technologies, and utilities PRDs.

<sup>5</sup> Primary for payroll pre-certification on cost objects.

<sup>6</sup> Secondary for payroll pre-certification on cost objects.

<sup>7</sup> Primary on listserv maintenance.

<sup>8</sup> Primary for faculty candidate arrangements.

<sup>9</sup> Primary for animal unit and Meat Lab inventories.

<sup>10</sup> Primary for space inventory and computer/other surplus