

**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	Cortney Decker	Kevin Hagan	Shawna Banks	Stefani Purcell
Budget Management	Primary/ Approver					
Checks/ Cash Handling	Secondary	Secondary	Secondary	Secondary	Primary	Secondary
Purchasing	Approver		PSC/ PRD/ Honorariums/ quotes/ invoices/PO requests	Utilities		Amazon/VWR/ODP/ 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 Secondary -Farms	Primary -Farms Secondary -Garrigus Bldg
Property (animal and equipment) and Space Inventory					Secondary	Primary
Mail Distribution					Primary	Secondary
ProCards	Primary/Approver			Primary Travel Related activities	Secondary Shared	
Grants	Primary					

NOTE: Shawna Banks handles all Faculty support (copies/tests/posters et al)