

**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	Amanda Flaherty
Budget Management	Primary/ Approver					
Checks/ Cash Handling	Secondary	Secondary	Primary		Secondary	
Purchasing	Approver		PSC/ PRD/ Honorariums/ quotes/ invoices/PO requests	Utilities	Amazon/VWR/ODP Ariba Catalog	PO Requests
Travel	Approver and secondary			Primary		
Human Resources	Secondary	Primary		GSA Contracts		
Conference Planning and Reservations					Primary	Secondary
Facility Maintenance					Primary - Garrigus bldg Secondary -Farms	Primary -Farms Secondary -Garrigus Bldg
Property (animal and equipment) and Space Inventory	Secondary		Secondary			Primary
Mail Distribution					Primary	Secondary
ProCards	Approver		Primary	Primary Travel Related activities		
Grants	Primary					

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