

# CHIP Business Office Functions and Assignments

6/2009

<b>Function/Assignment</b>	<b>1<sup>st</sup> Staff Member</b>	<b>2<sup>nd</sup> Staff Member</b>
Accounts Payable/out-of-pocket reimbursements not to exceed \$499	Melissa Stone	Sarah Bothell
CHIP Annual Report	Becky Ortinez	
CHIP Seed Grant Budgets/Expenses	Sarah Bothell	Melissa Stone
CHIP Seed Grant Pre-Submission/Applications	Stacey Leeds	Becky Ortinez
Conference room and pod/key/equipment sign-out	Becky Ortinez	Sarah Bothell
Facilities – Report problems at CHIP	Becky Ortinez	Sarah Bothell/Melissa Stone
Facilities – New space requirements	Stacey Leeds	Jeff Fisher
Grant Management (Pre-Award & Post-Award)	Vasinee Long	Melissa Stone
Human Resources/Personnel (Faculty & Staff)	Susan Hoge	Becky Ortinez
Inventory on loan/ACT-40s	Sarah Bothell	Melissa Stone
IT Management/Support (IT purchasing)	Jonathan Gill	Keith Woodward
Keys	Susan Hoge	Becky Ortinez
Keycards	Jonathan Gill	Becky Ortinez
Labor/Union Relations (Staff & Students)	Susan Hoge	Deborah Cornman/Jeff Fisher
Lecture Series	Stacey Leeds	Becky Ortinez
Listserv Management	Becky Ortinez	Sarah Bothell
Mail Service	Becky Ortinez	Sarah Bothell
Net ID Requests	Becky Ortinez	Susan Hoge
Participant incentives/cash advances	Melissa Stone	Sarah Bothell
Payroll (Faculty, Staff & Students)	Susan Hoge	Sarah Bothell
Personal Service Agreements (PSAs)	Melissa Stone	Vasinee Long
Purchasing – CHIP	Sarah Bothell	Melissa Stone
Purchasing – Grants	Melissa Stone	Sarah Bothell
Student Employment/Issues (Graduate Student, Student Labor & Work Study)	Susan Hoge	Becky Ortinez
Telecommunications (Landlines, Cell Phones, Blackberries)	Sarah Bothell	Melissa Stone
Travel – Authorizations and Reimbursements	Sarah Bothell	Melissa Stone
Website Management	Becky Ortinez/Jonathan Gill	Sarah Bothell