

Entry Points for Chemistry Department Functions.

Undergraduate Program	Gordon Yee
General Chemistry	Patricia Amateis
General Chemistry Labs	Patricia Amateis / Michelle Dalton
Organic Chemistry Labs	Claire Santos/ Claudia Brodtkin
Analytical Chemistry Labs	Mike Johnson
Physical Chemistry Lab (CHEM 3625)	Mike Johnson
Undergraduate Records	Anna Hawthorne
Lecture Prep	Negin Nazem
Classroom Support (A/V)	Classroom A/V @ 1-5684
Graduate Program	Paul Deck
GTA Appointments	Paul Deck / Angie Miller / Tom Bell
Graduate Student Records	Angie Miller
Graduate Admissions	John Morris
Proposal Submission	Tom Bell
Budget Preparation	Tom Bell
Program Deadlines	Tom Bell
Research Opportunities	Tom Bell
Research Agreements / Grant Administration / Misc Contracts	Tom Bell
(MTA, CDA, Req. for Extrnl Activity,	VTIP discl., Travel Approval)
Visa Matters for Faculty & Staff	Tom Bell
Postdoctoral Appointments	Tom Bell / Wanda Hensley
RA Appointments	Tom Bell / Wanda Hensley
Work-Study Hiring	Wanda Hensley
General Personnel Questions	Wanda Hensley
DEPART Questions	Tom Bell
Physical Plant	Tom Bell
General Maintenance & Repairs	EMillie Shephard / Tom Bell
Renovations	Tom Bell
Inventory Control	Tom Bell
Research Equipt Acquisition	Tom Bell
ETF Requests/Justification	Tom Bell
Surplus Property	EMillie Shephard

Keys	EMillie Shephard
Classroom Reservations	Angie Kritak
Conference Room Reservations	Angie Kritak
Photocopying/Shredding	Angie Kritak
Chemistry Department Website	Herve Marand
Service Center Policy	Herve Marand
NMR Center	Geno Iannaccone
MS Center	Geno Iannaccone
Glass Shop Center	Tom Wertalik
Surface Analysis Lab Center	John Morris / Dave Hobart
Stockroom Service Center	Sharelle Dillon
Shipping Receiving	Sharelle Dillon
Instrument Maintenance Shop Center	John Burleson
Payments	
Airline Ticket Purchases	Patricia Angus
Travel Reimbursements	Patricia Angus
Individual Reimbursement Request	Patricia Angus
ISRs / Univ. Bookstore forms	Judy Spicer / Melba Edwards
Operating Budget	Herve Marand / Roberta Gilbert
Revenue Received	Roberta Gilbert
Billing Questions	Roberta Gilbert
Ordering Backup	Roberta Gilbert
Equipment Trust Fund	Roberta Gilbert
Electronic Shop Policy	Herve Marand
Computer/Networking	Jim Hall / Larry Jackson
Equipment Repair	John Burleson
Safety Policy	Jim Tanko
Safety Training Records	Patty Angus
Emergency Response	911 / EHSS
Waste Chemical Pickup	EHSS
M.S.D.S. Information	Jim Tanko
Incident Reports	Jim Tanko
Complaints (Faculty, Staff, Students)	Jim Tanko