

<p><b>FRONT DESK</b></p> <p><a href="mailto:chemistry@colorado.edu">chemistry@colorado.edu</a> 303-735-1641</p>	<p><b>Main Point of contact if “whom to contact” is unknown</b></p> <ul style="list-style-type: none"> <li>• Seminar and event scheduling</li> <li>• Edits and maintains departmental website, social media sites</li> <li>• Distributes mail for faculty and students &amp; assists with copier, fax and other shared office equipment (<i>when on-site work resumes</i>)</li> <li>• Chemistry conference room scheduling</li> </ul>
<p><b>HUMAN RESOURCES</b></p> <p><b>Maile Spenser</b> HR Coordinator <a href="mailto:chemhr@colorado.edu">chemhr@colorado.edu</a> 303-735-4566</p> <p><b>Benefits:</b> <a href="mailto:benefits@cu.edu">benefits@cu.edu</a> or 303-860-4200, option 3</p> <p><b>Payroll:</b> 303-860-4200, option 2</p>	<p>Human Resources:</p> <ul style="list-style-type: none"> <li>• Hiring process for postdoctoral research associates, research scientists, research techs, and visitors</li> <li>• J-1 and H-1B Visa processing &amp; issues, including checkout and transfers for postdocs</li> <li>• Onboarding Information</li> <li>• Departmental directory and listservs</li> <li>• MyLeave submission questions/issues</li> <li>• Paycheck issues</li> <li>• Employee leave process/checklist and questions</li> </ul> <p>Faculty Affairs:</p> <ul style="list-style-type: none"> <li>• P&amp;T document assembly and submission</li> <li>• Collection of Faculty Peer Reviews</li> <li>• Document storage/archive: Reappointments, P&amp;T, post tenure review, merit reviews, teaching buyouts, sabbatical forms, etc.</li> </ul>
<p><b>PURCHASING</b></p> <p><a href="mailto:chempurchasing@colorado.edu">chempurchasing@colorado.edu</a></p> <p><a href="#">Submit purchase request through CHEMPRS</a></p>	<ul style="list-style-type: none"> <li>• Questions about: <ul style="list-style-type: none"> <li>• Purchasing Process</li> <li>• How to use the CHEMPRS</li> <li>• PO requisition issues</li> <li>• Office Supplies, copier supplies</li> <li>• Concur non-travel and travel allocations for faculty and students</li> <li>• Reconciles PCard and TCards</li> <li>• Petty cash/check request reimbursements</li> <li>• Expense reimbursements employee &amp; non-employee</li> <li>• Seminar expenses</li> </ul> </li> </ul>
<p><b>FINANCE INQUIRIES</b></p> <p><b>Kate Daugherty</b> Finance and Accounting Manager <a href="mailto:chemfinance@colorado.edu">chemfinance@colorado.edu</a> 303-492-6469</p> <p><b>Rishelle D’souza</b> Finance and Grant Professional <a href="mailto:chemfinance@colorado.edu">chemfinance@colorado.edu</a> 303-492-4906</p>	<ul style="list-style-type: none"> <li>• Questions about <ul style="list-style-type: none"> <li>• Research and General Fund balances, expenses, allocations</li> <li>• M-Fin (CU Data) reporting/access</li> <li>• Cost Sharing</li> <li>• Fabrication cost tracking</li> <li>• Effort reporting Issues (ePERs)</li> </ul> </li> <li>• Processes: <ul style="list-style-type: none"> <li>• Grant Closeout</li> <li>• Fabrication purchase fund setup</li> <li>• Service Center Charges</li> <li>• Gift Funds</li> <li>• Gift Cards</li> </ul> </li> <li>• Request to process: <ul style="list-style-type: none"> <li>• Payroll Expense Transfers (PETs)</li> <li>• (PI: Please Submit PET Request Form and include PI Justification)</li> <li>• Journal Entries</li> </ul> </li> </ul>

<p><b>FINANCE/BUSINESS OPERATIONS</b></p> <p><b>Rob Stiner</b> Director Fin. and Bus. Ops 303-492-7667</p>	<ul style="list-style-type: none"> <li>Point of Contact for Operational Questions/Issues: Finance and Administration</li> <li>Oversees Faculty Affairs, Financial Management and Human Resources</li> <li>Assists Department Chair (Annual reporting, Faculty and Staff Hiring, Budget Preparation, Communications with College of Arts &amp; Sciences)</li> <li>Departmental Financial Approver</li> <li>Oversees the Finance and Operations Managers (Backup contact for Mgrs)</li> </ul>
<p><b>Sharon Thomas</b> Program &amp; Personnel Ops. Mgr 303-492-3504</p>	<ul style="list-style-type: none"> <li>Manages Administrative Processes: Faculty Affairs, Graduate Program, HR, Undergraduate Program</li> <li>Oversees Graduate Program Administrator, HR Coordinator, and Undergraduate Program Administrator (Backup contact for staff)</li> </ul>
<p><b>GRADUATE PROGRAM</b></p> <p><b>Jay Bolan</b> Graduate Program Administrator <a href="mailto:chemgrad@colorado.edu">chemgrad@colorado.edu</a> 303-492-6299</p>	<ul style="list-style-type: none"> <li>Primary point of contact for current and prospective graduate students</li> <li>Inquires related to: <ul style="list-style-type: none"> <li>Day-to-day operations of the Chemistry graduate program</li> <li>Graduate student recruiting</li> <li>Graduate Commencement planning</li> </ul> </li> <li>Processes: Teaching Assistant, Research Assistant, &amp; Fellowship Appts.</li> <li>Processes funding changes for graduate student appointments</li> <li>Assists Finance staff with student stipends and fellowships</li> </ul>
<p><b>UNDERGRADUATE PROGRAM</b></p> <p><b>Barbara Middlebrook</b> Undergraduate Program Administrator <a href="mailto:chemundergrad@colorado.edu">chemundergrad@colorado.edu</a> 303-492-8950</p>	<p>Associate Chair: Dr. <a href="#">Matt Wise</a></p> <ul style="list-style-type: none"> <li>Grievances/Disputes, ACS Certification</li> <li>Transfer Credit Evaluations, FCQ Coordinator</li> </ul> <p>Undergraduate Program Operations: <a href="#">Barbara Middlebrook</a></p> <ul style="list-style-type: none"> <li>Course and Classroom/Lab Scheduling, Exam Scheduling</li> <li>Undergraduate Awards, Scholarships, Approved Tutor List</li> <li>Course enrollment questions and assistance</li> </ul>
<p><b>CHEMSTORES</b></p> <p><b>Jack Gaston, Manager</b> Procurement and Chemistry ISC Manager <a href="mailto:chemstores@colorado.edu">chemstores@colorado.edu</a> 303-492-3535</p> <p><b>Student Assistants:</b> Allie, Allison, Hayden</p>	<ul style="list-style-type: none"> <li>Manages/maintains the Chemistry Storerooms (East and Main Campus)</li> <li>Contact for PRS purchasing questions</li> <li>Contact for new or existing accounts</li> <li>Provides customer assistance for the Chemistry Storerooms</li> <li>Storeroom inventory and accounting and special orders</li> <li>Dry Ice, Liquid Nitrogen, Specialty gases ordering and management</li> <li>Shipping and receiving</li> <li>Backup to Building Proctor</li> </ul>
<p><b>BUILDING Operations</b></p> <p><b>Michael Firnhaber</b> Facilities and Asset Manager <a href="mailto:ChemProctor@colorado.edu">ChemProctor@colorado.edu</a> O: 303-492-6546</p> <p>Contact Facilities Management if Proctor or Backup is unavailable: <b>URGENT REQUEST: 303-492-5522</b> <a href="#">Submit a Service Request (FAMIS)</a></p>	<p>A <a href="#">Proctor</a> functions as a liaison between a campus building, its occupants, and Facilities Management.</p> <ul style="list-style-type: none"> <li>Point of Contact for Building Operations/Issues regarding Cristol and Ekeley</li> <li>Submits and manages service requests for chemistry buildings <ul style="list-style-type: none"> <li>Repairs, maintenance, custodial needs, HVAC, ventilation, etc.</li> </ul> </li> <li>Notifies of possible working deterrents in buildings occupied by chemistry faculty; submits accident reports</li> <li>Responsible for equipment inventory: new, recording move, or disposal</li> <li>Building access via Buff One Card and key distribution</li> <li>Building outage contact person, coordinates special work order requests</li> <li>Oversees construction and renovation projects in Chemistry Buildings</li> <li>Department Environmental Health &amp; Safety (EH&amp;S) Liaison</li> <li>Department OIT &amp; Department Parking Liaison</li> </ul>

## EMERGENCY PHONE NUMBERS

### University of Colorado Police (CUPD)

- Emergencies (on campus) 911
- Non-emergencies 303-492-6666
- Fire Reports 911
- Ambulance Requests 911

### Facilities Management

- Operations Control Center 303-492-5522
- Operations Control Center Fax Machine 303-492-8656
- PD&C at RL2 303-492-5511

### Hazardous Materials

- Emergency 911
- Information – Environmental Health & Safety 303-492-6025

### Radioactive Materials

- Emergency 911
- Information – EH&S 303-492-6025

### Campus Closure

303-492-5500

### Night Ride

303-492-7233

### Boulder City/County Police – Non-emergencies

303-441-4444

### Poison Control

911