

MECHANICAL ENGINEERING FINANCE TEAM



Finance Manager
emily.flanagan@colorado.edu
 303-492-1819

Emily Flanagan

- Department Financial Management and Oversight
- Department Tax/Buydowns
- DAICR
- Faculty Startup TA & RA Commitments
- Contract and Grant Management (Main point of Contact, Cost Share Commitments)*
- Subcontract POs
- Service Contract Invoicing
- International Travel Request and Travel Authorization Approver



Financial Specialist
america.palacios@colorado.edu
 303-735-6686

America Palacios

- Procurement and Purchases, Market Place Purchase Orders (POs), Inter-Departmental Invoices (INs), Furniture Waivers
- Property Spreadsheet
- Cash Receipts Processing
- Honorarium Payments
- Contract and Grant Management *



Financial Coordinator
annika.martin@colorado.edu
 303-735-7263

Annika Martin

- Procurement Card Expense Reports
- Travel Card Expense Reports
- Procurement Card and Travel Card Applications
- Travel Authorizations
- Logging Cash Receipts
- Contract and Grant Management *



Financial Professional
Yumie.kajinosmith@colorado.edu
 303-735-5973

Yumie Smith

- Payroll Assistance (GRA & TA Appointment Requests, Prepare Additional Pay Forms)
- Relocation Reimbursement (Prepare Forms and Documentation) and Non-employee Reimbursements
- FedEx Account Lead
- Xerox and X-Ray Diffraction Journal Entries
- Contract and Grant Management *

*Contract and Grant Management includes the following:

- Sending Financial spreadsheets every other month
- Expense moves (JEs)
- Payroll moves (PETs)
- Funding changes for current personnel
- Closeouts
- Requests for summer research salary