

<p>Kathy Stilwell, Principal Assistant Agriculture and Natural Resources Program Unit 509.335.2933 extension@wsu.edu</p> <p>New Hires and Renewals on State/Federal Appropriated Accounts; Employee Separations; Temporary Employment Requests Program Unit Allocations</p>	<p>Debra Akhbari, Program Admin Manager Community and Economic Development Program Unit 206.219.2426 dakhbari@wsu.edu</p> <p>New Hires and Renewals on State/Federal Appropriated Accounts; Employee Separations; Temporary Employment Requests Program Unit Allocations</p>	<p>Cindy McHargue, Program Admin Manager Youth and Families Program Unit 509.358.7548 cindymc@wsu.edu</p> <p>New Hires and Renewals on State/Federal Appropriated Accounts; Employee Separations; Temporary Employment Requests Program Unit Allocations</p>
<p>Linda Loos, County Fiscal Operations Manager WSU Extension 509.358.7960 loosl@wsu.edu</p> <p>New Accounts, Expenditure Transfer Requests, Cash Handling, Recovery of Expenditures, Invoicing, Budget Statements, Reporting, Inventory</p>	<p>Maureen Stephens, Administrative Manager WSU Puyallup REU 253.445.4508 ext.puyallup@wsu.edu</p> <p>Travel Authorities, Travel Expense Vouchers, Airfare/Central Travel Accounts (CTA), Comdata Cards Request to Serve Food, P-Cards, Interdepartmental Requisition and Invoices, Department Orders, Department Requisitions/Purchase Orders; See attached Matrix for FoodSense Contacts</p>	
<p>Carrie Johnston, Grant and Contract Coordinator Agriculture Research Center 509.335.4564 carriej@wsu.edu Master Gardener MOAs and Demonstration Gardens, Contracts Questions</p> <p>Tuscon Smith, Fiscal Specialist Supervisor 509.335.2826 smitht@wsu.edu Facilities and Hotel Contracts</p>	<p>Debra Akhbari, Program Admin Manager County Extension Office Administration 206.219.2426 dakhbari@wsu.edu</p> <p>County Director Reappointments, Extension Safety Committee, WSAC Meeting, County Office Address, Phone, and Hours Updates</p>	<p>Trudy Kenny, Fiscal Specialist II CAHNRS/Extension Business and Finance Office 509.335.2820 kennyt@wsu.edu</p> <p>Direct Hires and Renewals on Grants; Time and Leave Reports, Payroll, Salary Increases, Accruals, County Budgets & Holiday Schedule</p>
<p>Esther Tate, Finance/Budget Manager CAHNRS Extension Business and Finance Office 509.335.6885 etate@wsu.edu</p> <p>Grants & Contracts Supervisor, Budget Approval, Award Processing, Liaison to Office of Grant & Research Development and Sponsored Programs</p>	<p>Jennifer Jansen, Grant and Contract Coordinator CAHNRS Extension Business and Finance Office 509.335.2867 jjansen@wsu.edu</p> <p><i>Eastside County MOAs; Grant Budgets, Proposals, Management, Database, & Files; Effort Certification</i></p>	<p>Joan Root, Grant and Contract Coordinator CAHNRS Extension Business and Finance Office 509.335.2885 rootj@wsu.edu</p> <p>Westside County MOAs; Grant Budgets, Proposals, Management, Database, & Files; Effort Certification</p>

*CAHNRS Business and Finance Office acts as backup when central contact is out of office.

TASK	RESPONSIBILITY	PROCESS	AUTHORIZATION
Travel Authority	Traveler	E-mail TA Form to ext.puyallup@wsu.edu	Kropf*
Travel Reimbursement	Traveler	Mail your TEV Form and Supporting Documentation to WSU Puyallup, Extension Program Unit Finance Office, 2606 W Pioneer, Puyallup, WA 98371-4998	Kropf*
Airfare/CTA	Traveler	E-mail Flight Request or CTA Flight Receipt w/ Budget Number to ext.puyallup@wsu.edu	Puyallup Admin*
WSU Purchases	Purchaser	E-mail IRI Form to ext.puyallup@wsu.edu	Puyallup Admin*
P-Card Purchases	Purchaser	Mail Original P-Card Documents to Maureen Stephens, WSU Puyallup, Extension Program Unit Finance Office, 2606 W Pioneer, Puyallup, WA 98371-4998 at the End of the Month; Deadline by 20th of Following Month	Puyallup Admin*
External Purchases under \$5000	Purchaser	E-mail Department Order Request Form to ext.puyallup@wsu.edu; Preferred Method is to Use Purchasing Card	Puyallup Admin*
External Purchases over \$5000	Purchaser	E-mail Department Requisition Form (and Sole Source Justification if Applicable) to ext.puyallup@wsu.edu	Puyallup Admin*
Food Purchases	Purchaser	E-mail Request to Serve Food, List of Attendees, and Agenda to ext.puyallup@wsu.edu at least 10 days Prior to Event	Puyallup Admin*
Business Cards, Stationery, Envelopes	Purchaser	Complete the online form at: http://www.publishing.wsu.edu/order-online/	Akhbari
Cash Handling, Recovery of Expenditures	Recipient	Mail D-receipts and Log Sheets, Cash Deposit Report and Endorsed Checks to Linda Loos, WSU Spokane, PO Box 1495, Spokane, WA 99202-1495	Loos*
Service Center, Workshop & Development Account Establishment & Administration	Account User	E-mail to loosl@wsu.edu	Loos*
Expenditure Transfer Requests	Account User	E-mail to loosl@wsu.edu	Loos*
Temporary Employment Requests	Supervisor	E-mail Temporary Employment Request Form (and Temporary Position Request if applicable) to Program PA; cc: kennyt@wsu.edu	Program PA
Temporary Employment Daily Activity Reports	Supervisor	E-mail DAR to sharron.cunningham@wsu.edu and kennyt@wsu.edu; fax to 509-335-2926 if scanning not available	
Direct Hires and Renewals of Personnel on Grants	Supervisor	E-mail to kennyt@wsu.edu	
Leave Reports	Employee/Supervisor	Employee sends to supervisor for signature; Supervisor mails to BFO, Attention: Leave Reports	
New Hires and Renewals on State/Federal Appropriated Accounts	Supervisor	E-mail to Program PA	Extension Director or Designee*
Separation Checklists	Supervisor	E-mail to Program PA	

*Will obtain e-mail approval from respective program director if applicable (41xx-1000 accounts or salaries on state/federal appropriated accounts)