

Plant and Soil Sciences Office Staff Functions and Responsible Parties

Function	Primary	Secondary	Third
<i>Building & vehicle keys</i>	Zoe	Suzette	Sarah
<i>GSA assistance</i>	Suzette	Zoe	
<i>J-1 International scholars</i>	Suzette	Carol Hanley	
<i>Food for events</i>	Zoe	Suzette	Cheyenne
<i>Travel arrangements for seminar speakers</i>	Zoe	Suzette	Ellen
<i>Social media</i>	Zoe	Suzette	
<i>Business officer</i>	Ellen	College Bus. Office	
<i>Payroll</i>	Sarah	Zoe	College Bus. Office
<i>Hiring</i>	Sarah	Maggie Maynard	Le Anne Herzog
<i>eCRT</i>	Sarah	Ellen	Maggie Maynard
<i>IT</i>	Shawn/Brian	Shawn/Brian	Steven Garner
<i>Website</i>	Zoe	Suzette	Ag Comm
<i>Travel</i>	Zoe	Ellen	Suzette
<i>Purchasing/PO/PRD/Procards</i>	Cheyenne	Ellen	Zoe
<i>DOE</i>	Suzette	Rebecca	
<i>H-1B visas & Green Card</i>	Suzette	Carol Hanley	
<i>Departmental business/requests/approvals</i>	Suzette	Rebecca	
<i>ASN printer</i>	Zoe	Suzette	Brian
<i>ASN mail</i>	Zoe	Suzette	Sarah
<i>ASN ordering</i>	Cheyenne	Zoe	
<i>Inventory</i>	Suzette	Bill Bruening	
<i>Building maintenance requests</i>	Suzette	Zoe	Sarah