



WHO ARE YOU GOING TO CALL?

A-E

Caretaking & Maintenance Req	All Staff
Casual Timesheet Entry	Melanie
Courier	All Staff
Course Outlines	Tracy
Deferred Exams	Tracy
Deliveries	All Staff
Expense Claims	Laurie
External Awards (Students)(ex: NSERC)	Cathy/Faye

F-J

Expense Claims -submission and initial check	Melanie
Expense Claims on Research Accounts	Laurie
Expense Claims – Op & Overhead	Susan
Final Examination Scheduling	Tracy
Final Grade Submission	Tracy
Grad Student Inquiries	Cathy
Mail & Mailboxes	Melanie
Non-Employee Reimbursements	Faye

K-O

Keys & Key Reimbursements	Faye
Operating Account Questions	Susan
Ordering	Melanie

P-T

Payroll other than TA &/or Scholarships	Laurie
Payroll – TA &/or Scholarships	Melanie/Cathy
Photocopying	MELANIE
Processing Invoices	MELANIE
Research Accounts	Laurie
Room Bookings	Melanie/Faye
Textbook Ordering	Tracy
Timetable Questions	Tracy

U-Z

Undergrad Student Inquiries	Tracy
USRI	Tracy
Vehicle Rentals	Melanie