

Who to see in the Mathematics Business Office

221 Altgeld Hall

Appointments/Payroll

- Appointments on grants: Wendy
- Payroll: Ann

Deposits:

- Cash: Rhonda
- Checks: Wendy

Facilities issues:

- Office distribution: Wendy
- Facilities problems (lights, heat, air conditioning, restrooms): Ann or Wendy
- Telephone problems: Wendy
- Projector reservations: Ann

Grant proposals:

- Budgets, preparation, and submission: Wendy

Hotel rooms:

- For visitors: Ann or Rhonda
- For conferences: Rhonda

Inventory:

- Questions: Wendy
- Disposal of computer items: email help@math.uiuc.edu
- Disposal of furniture: Wendy

Purchasing

- Airfare: Wendy or Rhonda
- Supplies, books: Ann or Rhonda
- Computers, printers, toner: email help@math.uiuc.edu
- Other items: Rhonda

Reimbursements:

- For personal, business related travel: Ann or Rhonda
- For personal, business related expenses: Ann or Rhonda
- For international visitors: Ann
- For domestic visitors: Ann or Rhonda

Reports:

- Reading: Wendy or Rhonda
- Making changes: Wendy or Rhonda