

Who to see in the Mathematics Business Office

221 Altgeld Hall

Appointments

- on grants: Lara
- on other funds: Broderick (273 Altgeld)

Archiving: Wendy

Conference planning: Adrienne

Contracts

- for conferences: Adrienne
- for non-conferences: Ann

Discretionary balance: Any staff member

Facilities issues:

- Office distribution: Lara
- Facilities problems (lights, heat, air conditioning, restrooms): Adrienne
- Telephone problems: Adrienne
- Projector reservations (4th floor): Mark

Financial reports: Lara

Grant proposals: Lara

Hotel rooms:

- For visitors: Mark
- For conferences: Adrienne

Inventory:

- Questions: Lara
- Disposal of computer items: email math-it@illinois.edu
- Disposal of furniture: Lara

Purchasing

- On GEAR funds: Adrienne
- Air travel, supplies, books, services: Ann
- Hotel rooms (local): Mark
- Computers, printers, toner: email math-it@illinois.edu

Payroll: Mark

Reimbursements:

- On GEAR funds: Adrienne
- All other funding sources: Mark