

Who to see in the Mathematics Business Office

221 Altgeld Hall

Appointments

- on grants: Laura
- on other funds: Caitie (273 Altgeld)

Archiving: Ann

Conference planning: Laura

Contracts

- for conferences: Laura
- for non-conferences: Ann

Discretionary balance: Any staff member

Facilities issues:

- Office distribution: Laura
- Facilities problems (lights, heat, air conditioning, restrooms): Mark
- Telephone problems: Laura
- Projector reservations: Mark

Financial reports: Ann

Grant proposals: Laura

Hotel rooms:

- For visitors: Mark
- For conferences: Laura

Inventory:

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

Purchasing

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

Payroll: Emily (273 Altgeld)

Reimbursements:

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