

# Extension Business & Admin. Services

## Quick Reference

Activity	Description	Primary Contact	Secondary Contact
<b>Budgeting, Financial Analysis</b>	Develop of budgets (non-grant) for conference, contracts, program evaluation, etc.	<b>Fiscal Office:</b> Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a>	
<b>Contracting/Memorandum of Understanding (MOUs) - MONETARY</b>	Establish Contract for any of the following: <b>ACCOUNTS PAYABLE</b> – Money being paid BY CSU Ext. by another party <ul style="list-style-type: none"> <li>• Receipt of Professional Services</li> <li>• Event Contracts</li> <li>• MOU that details monies to be <b>paid by</b> CSU Ext. to another party</li> </ul> <b>ACCOUNTS RECEIVABLE</b> – Monies being collected by CSU Ext. for services provided <ul style="list-style-type: none"> <li>• Contract Courses</li> <li>• Fee for Service work</li> <li>• MOU for revenue sharing, etc.</li> </ul>	<b>Fiscal Office:</b> Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a>	<b>Fiscal Office:</b> Laura Barrera 970-491-7888 <a href="mailto:Laura.Barrera@colostate.edu">Laura.Barrera@colostate.edu</a>
<b>Contracts – NON-MONETARY</b>	Contracts that do not involve any funding such as: <ul style="list-style-type: none"> <li>• Room and site rentals for activities with no accompanying fee.</li> </ul>	<b>Operations:</b> Lori Bates 970-491-2858 <a href="mailto:Lori.Bates@colostate.edu">Lori.Bates@colostate.edu</a>	<b>Operations:</b> Judy Barth 970-491-6345 <a href="mailto:Judith.Barth@colostate.edu">Judith.Barth@colostate.edu</a>
<b>Credit Card ACCEPTANCE</b>	Establishing a merchant ID to accept credit card payments for non-appropriated activities through a CSU account.	<b>Fiscal Office:</b> Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a>	<b>Fiscal Office:</b> Laura Barrera 970-491-7888 <a href="mailto:Laura.Barrera@colostate.edu">Laura.Barrera@colostate.edu</a>
<b>Grants/Sponsored Projects</b>	<b>PRE-AWARD: Proposals for Externally Funded Projects</b> (funded by outside agency): <ul style="list-style-type: none"> <li>• Grant Budget Development; Approval &amp; Submission Support</li> <li>• Letters of Intent/Commitment, etc.</li> <li>•</li> </ul> <b>POST-AWARD:</b> Grants awarded assistance including: <ul style="list-style-type: none"> <li>• Set-up,</li> <li>• re-budgeting,</li> <li>• expense processing/allowability,</li> <li>• effort certification and</li> <li>• reporting</li> <li>• internally funded projects (funded by groups within CSU)</li> </ul>	<b>Pre-Award (College of Ag.)</b> Cliff Schulenberg 970-491-0926, <a href="mailto:Cliff.Schulenberg@colostate.edu">Cliff.Schulenberg@colostate.edu</a>  <b>Fiscal Office:</b> Sharon King 970-491-7950 <a href="mailto:Sharon.King@colostate.edu">Sharon.King@colostate.edu</a>	<b>Pre-Award (College of Ag.)</b> Reagan Lu 970-491-6953 <a href="mailto:Reagan.Lu@colostate.edu">Reagan.Lu@colostate.edu</a>  <b>Fiscal Office:</b> Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a>
<b>CSU Foundation Activities – Gifts/Grants</b>	<b>CSU Foundation</b> <ul style="list-style-type: none"> <li>• Donations - accepting</li> <li>• Spending/Use of Foundation Funds</li> <li>• Looking for Foundation Funding</li> </ul>	<b>Fiscal Office:</b> Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a>	<b>Fiscal Office:</b> Laura Barrera 970-491-7888 <a href="mailto:Laura.Barrera@colostate.edu">Laura.Barrera@colostate.edu</a>

<b>4-H Club/Council Account &amp; 4-H Foundation Accounts/Funding</b>	<b>4-H Foundation/Clubs/Groups</b> <ul style="list-style-type: none"> <li>• Questions/Guidelines for 4-H Club/Group Accounts</li> <li>• 4-H Foundation Donations - accepting</li> <li>• Spending/Use of 4-H Foundation Funds</li> </ul>	<b>State 4-H Office:</b> Rochelle Platter Executive Director 970-491-1537 <a href="mailto:Rochelle.Platter@colostate.edu">Rochelle.Platter@colostate.edu</a>	<b>State 4-H Office:</b> Jean Glowacki 970-491-6422 <a href="mailto:Jean.glowacki.beeman@colostate.edu">Jean.glowacki.beeman@colostate.edu</a>
<b>Financial Reporting</b>	<b>Generation of monthly financial reports for:</b> <ul style="list-style-type: none"> <li>• Department/Unit annual budgets and Consolidated Reporting</li> <li>• Internal Grants/Awards</li> <li>• CSU Foundation Reports</li> <li>• <b>Specialist Accounts – Laura Barrera primary</b></li> </ul> <b>Sponsored Projects reporting</b>	<b>Fiscal Office:</b> Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a>  <b>Sponsored Projects</b> Sharon King 970-491-7950 <a href="mailto:Sharon.King@colostate.edu">Sharon.King@colostate.edu</a>	<b>Fiscal Office:</b> Laura Barrera 970-491-7888 <a href="mailto:Laura.Barrera@colostate.edu">Laura.Barrera@colostate.edu</a>  <b>Sponsored Projects</b> Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a>
<b>Hiring/ Recruitment</b>	Full-time Employee Recruitment & Ongoing Appointment Letters  Hourly, Limited-term, Student & Temporary Employees	<b>Humans Resources:</b> Lori Bates 970-491-2858 <a href="mailto:Lori.Bates@colostate.edu">Lori.Bates@colostate.edu</a>  <b>Fiscal Office:</b> Sharon King 970-491-7550 <a href="mailto:Sharon.King@colostate.edu">Sharon.King@colostate.edu</a>	<b>Humans Resources:</b> Judith Barth 970-491-6345 <a href="mailto:Judith.barth@colostate.edu">Judith.barth@colostate.edu</a>  <b>Fiscal Office:</b> Laura Barrera 970-491-7888 <a href="mailto:Laura.Barrera@colostate.edu">Laura.Barrera@colostate.edu</a>
<b>Purchasing – Purchase Orders, P-Card Processing</b>	For Assistance with purchasing relating to:  <b>Purchase Orders</b> – LIMIT FOR ALL GOODS AND SERVICES IS WITHOUT A PURCHASE ORDER OR A CONTRACT IS LESS THAN \$5000.  <b>P-Card</b> – for assistance with making p-card purchases, or if your unit does not have access to a p-card:  <b>Invoice payment</b> – UNDER \$5000  <b>Send all documents for payment to:</b> <a href="mailto:Ext_Accounts_Payable@mail.colostate.edu">Ext_Accounts_Payable@mail.colostate.edu</a>  <b>IT Purchases – ALL IT purchases regardless of funding source must be done in conjunction with Extension Technology</b>	<b>Fiscal Office:</b> Laura Barrera 970-491-7888 <a href="mailto:Laura.Barrera@colostate.edu">Laura.Barrera@colostate.edu</a>  <b>Fiscal Office:</b> Sharon King 970-491-7950 <a href="mailto:Ext_Accounts_Payable@mail.colostate.edu">Ext_Accounts_Payable@mail.colostate.edu</a>  <b>Ext. Technology Group:</b> Tyler Rayburn - for quote/purchase set-up 970-491-3913 <a href="mailto:Tyler.Rayburn@colostate.edu">Tyler.Rayburn@colostate.edu</a>	<b>Fiscal Office:</b> Jennifer Wilmoth 970-491-7950 <a href="mailto:Jennifer.Wilmoth@colostate.edu">Jennifer.Wilmoth@colostate.edu</a>  <b>Fiscal Office:</b> Laura Barrera 970-491-7888 <a href="mailto:Ext_Accounts_Payable@mail.colostate.edu">Ext_Accounts_Payable@mail.colostate.edu</a>
<b>Timekeeping</b>	<b>Please contact your Dept. Administrator for your Region:</b> Front Range – Sonjia Graham, 970-491-2806 Peaks & Plains – Joan Jordan Western – Kellie Clark	<b>Regional Administrator:</b>  <b>FR – Sonjia Graham</b> 970-491-2806 <a href="mailto:Sonjia.graham@colostate.edu">Sonjia.graham@colostate.edu</a>	<b>State Fiscal Office:</b> Sharon King 970-491-7950 <a href="mailto:Sharon.King@colostate.edu">Sharon.King@colostate.edu</a> Backup for all regional depts.

	State Office – Sharon King	<p><b>P&amp;P – Joan Jordan</b> 719-545-1845 <a href="mailto:Joan.jordan@colostae.edu">Joan.jordan@colostae.edu</a></p> <p><b>WR – Kellie Clark</b> 970-241-3346 <a href="mailto:Kellie.clark@colostate.edu">Kellie.clark@colostate.edu</a></p>	
<b>Travel Authorizations &amp; Reimbursements</b>	<p>Approval for travel: airfare purchase, conference registration &amp; request for reimbursements of lodging, food &amp; other approved travel expenses. Send all documents to the following e-mail:</p> <p><a href="mailto:Ext_Accounts_Payable@mail.colostate.edu">Ext_Accounts_Payable@mail.colostate.edu</a></p>	<p><b>Fiscal Office:</b> Ellen Hughes 970-491-7526 <a href="mailto:Ext_Accounts_Payable@mail.colostate.edu">Ext_Accounts_Payable@mail.colostate.edu</a></p>	<p><b>Fiscal Office:</b> Laura Barrera 970-491-7888 <a href="mailto:Ext_Accounts_Payable@mail.colostate.edu">Ext_Accounts_Payable@mail.colostate.edu</a></p>