

Extension Business & Admin. Services

Quick Reference

Activity	Description	Primary Contact	Secondary Contact
Budgeting, Financial Analysis	Develop of budgets (non-grant) for conference, contracts, program evaluation, etc.	Fiscal Office: Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu	
Contracting/ Memorandum of Understanding (MOUs) - MONETARY	Establish Contract for any of the following: ACCOUNTS PAYABLE – Money being paid BY CSU Ext. by another party <ul style="list-style-type: none"> • Receipt of Professional Services • Event Contracts • MOU that details monies to be paid by CSU Ext. to another party ACCOUNTS RECEIVABLE – Monies being collected by CSU Ext. for services provided <ul style="list-style-type: none"> • Contract Courses • Fee for Service work • MOU for revenue sharing, etc. 	Fiscal Office: Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu	Fiscal Office: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu
Contracts – NON-MONETARY	Contracts that do not involve any funding such as: <ul style="list-style-type: none"> • Room and site rentals for activities with no accompanying fee. 	Operations: Lori Bates 970-491-2858 Lori.Bates@colostate.edu	Operations: Judy Barth 970-491-6345 Judith.Barth@colostate.edu
Credit Card ACCEPTANCE	Establishing a merchant ID to accept credit card payments for non-appropriated activities through a CSU account.	Fiscal Office: Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu	Fiscal Office: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu
Grants/Sponsored Projects	PRE-AWARD: Proposals for Externally Funded Projects (funded by outside agency): <ul style="list-style-type: none"> • Grant Budget Development; Approval & Submission Support • Letters of Intent/Commitment, etc. • POST-AWARD: Grants awarded assistance including: <ul style="list-style-type: none"> • Set-up, • re-budgeting, • expense processing/allowability, • effort certification and • reporting Internally Funded Projects (funded by groups within CSU)	Pre-Award (College of Ag.) Cliff Schulenberg 970-491-0926, Cliff.Schulenberg@colostate.edu Fiscal Office: Sue Sidinger 970-491-7950 Susan.Sidinger@colostate.edu Fiscal Office: Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu	Pre-Award (College of Ag.) Catherine Douras 970-491-3095 Catherine.Douras@colostate.edu Fiscal Office: Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu Fiscal Office: Sue Sidinger 970-491-7950 Susan.Sidinger@colostate.edu
Foundation Activities – Gifts/Grants	<ul style="list-style-type: none"> • Donations - accepting • Spending/Use of Foundation Funds • Looking for Foundation Funding 	Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu	Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu
Financial Reporting	Generation of monthly financial reports for: <ul style="list-style-type: none"> • Department/Unit annual budgets • Internal Grants/Awards • Foundation funding 	Fiscal Office: Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu	Fiscal Office: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu

Financial Reporting (cont.)	Sponsored Projects reporting	Sponsored Projects Sue Sidinger 970-491-7950 Susan.Sidinger@colostate.edu	Sponsored Projects Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu
Hiring/ Recruitment	Full-time Employee Recruitment & Ongoing Appointment Letters Hourly, Limited-term, Student & Temporary Employees	Humans Resources: Lori Bates 970-491-2858 Lori.Bates@colostate.edu Fiscal Office: Ellen Hughes 970-491-7526 Ellen.Hughes@colostate.edu	Humans Resources: Judith Barth 970-491-6345 Judith.barth@colostate.edu Fiscal Office: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu
Purchasing – Purchase Orders, P-Card Processing	For Assistance with purchasing relating to: Purchase Orders – LIMIT FOR ALL GOODS AND SERVICES IS WITHOUT A PURCHASE ORDER OR A CONTRACT IS LESS THAN \$5000. P-Card – for assistance with making p-card purchases, or if your unit does not have access to a p-card: <ul style="list-style-type: none"> o EFNEP Program – Sue Sidinger PRIMARY o All other Program – Laura Barrera PRIMARY Invoice payment – UNDER \$5000 IT Purchases – ALL IT purchases regardless of funding source must be done in conjunction with Extension Technology	Fiscal Office: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu Fiscal Office: Sue Sidinger 970-491-7950 Susan.Sidinger@colostate.edu Ext. Technology Group: Tyler Rayburn - for quote/purchase set-up	Fiscal Office: Sue Sidinger 970-491-7950 Susan.Sidinger@colostate.edu Fiscal Office: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu
Timekeeping	Please contact your Dept. Administrator for your Region: Front Range – Sonjia Graham, 970-491-2806 Peaks & Plains – Joan Jordan Western – Kellie Clark State Office – Ellen Hughes	Regional Administrator: FR – Sonjia Graham 970-491-2806 Sonjia.graham@colostate.edu P&P – Joan Jordan 719-545-1845 Joan.jordan@colostae.edu WR – Kellie Clark 970-241-3346 Kellie.clark@colostate.edu	State Fiscal Office: Ellen Hughes 970-491-7526 Ellen.Hughes@colostate.edu
Travel Authorizations & Reimbursements	Approval for travel: airfare purchase, conference registration & request for reimbursements of lodging, food & other approved travel expenses.	Fiscal Office: Sue Sidinger 970-491-7950 Susan.Sidinger@colostate.edu	Fiscal Office: Ellen Hughes 970-491-7526 Ellen.Hughes@colostate.edu