## Budgeting, Financial Analysis

Develop of budgets (non-grant) for conference, contracts, program evaluation, etc.

**Primary Contact**

Fiscal Office: Jana Smilanich-Rose  
970-491-6367  
Jana.Smilanich-Rose@colostate.edu

**Secondary Contact**

Fiscal Office: TBD

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## Contracting/ MONETARY

Establish Contracts for any of the following:

**ACCOUNTS PAYABLE** – Money being paid BY CSU Ext. by another party
- 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
- Contract Courses  
- Fee for Service work  
- MOU for revenue sharing, etc.

**Primary Contact**

Fiscal Office: Jana Smilanich-Rose  
970-491-6367  
Jana.Smilanich-Rose@colostate.edu

**Secondary Contact**

Fiscal Office: Laura Barrera  
970-491-7888  
Laura.Barrera@colostate.edu

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## Contracts – NON-MONETARY

Contracts that do not involve any funding such as:
- Room and site rentals for activities with no accompanying fee.

**Primary Contact**

Human Resources: Lori Bates  
970-491-2858  
Lori.Bates@colostate.edu

**Secondary Contact**

Fiscal Office: Jana Smilanich-Rose  
970-491-6367  
Jana.Smilanich-Rose@colostate.edu

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## Credit Card Sales

Establishing a merchant ID to accept credit card payments for non-appropriated activities through a CSU account.

**Primary Contact**

Fiscal Office: Jana Smilanich-Rose  
970-491-6367  
Jana.Smilanich-Rose@colostate.edu

**Secondary Contact**

Fiscal Office: Laura Barrera  
970-491-7888  
Laura.Barrera@colostate.edu

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## Grants/ Sponsored Projects

**PRE-AWARD:** Proposals for Externally Funded Projects (funded by outside agency):
- Grant Budget Development; Approval & Submission Support  
- Letters of Intent/Commitment, etc.

**POST-AWARD:** Grants awarded assistance including:
- Set-up  
- re-budgeting  
- expense processing/allowability  
- effort certification  
- reporting  
- internally funded projects (funded by groups within CSU)

**Primary Contact**

College of Agriculture: Cliff Schulenberg  
970-491-0926  
Cliff.Schulenberg@colostate.edu

**Secondary Contact**

College of Agriculture: Reagan Lu  
970-491-6953  
Reagan.Lu@colostate.edu

**Primary Contact**

Fiscal Office: TBD

**Secondary Contact**

Fiscal Office: Jana Smilanich-Rose  
970-491-6367  
Jana.Smilanich-Rose@colostate.edu
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</table>
| **CSU Foundation Activities – Gifts/Grants** | **CSU Foundation**  
  - Donations - accepting  
  - Spending/Use of Foundation Funds  
  - Looking for Foundation Funding | Deputy Director:  
  Ashley Stokes  
  225-281-2032  
  Ashley.Stokes@colostate.edu | Fiscal Office:  
  Jana Smilanich-Rose  
  970-491-6367  
  Jana.Smilanich-Rose@colostate.edu |
| **Financial Reporting** | **Generation of monthly financial reports for:**  
  - Department/Unit annual budgets and Consolidated Reporting  
  - Internal Grants/Awards  
  - CSU Foundation Reports  
  - Specialist Accounts – Laura Barrera primary  
  Grant/Sponsored Projects reporting | Fiscal Office:  
  Jana Smilanich-Rose  
  970-491-6367  
  Jana.Smilanich-Rose@colostate.edu | Fiscal Office:  
  Laura Barrera  
  970-491-7888  
  Laura.Barrera@colostate.edu |
| **Hiring/Recruitment** | **Administrative Professional and State Classified Employees**  
  Non-Student and Student Hourly Employees | Human Resources:  
  Lori Bates  
  970-491-2858  
  Lori.Bates@colostate.edu | Human Resources:  
  Kaylie McKenna  
  970-491-1617  
  Kaylie.McKenna@colostate.edu |
| **HR Employee Relations** | **Employee Relations:**  
  - Rules and Regulations for Employees  
  - Conflict Resolution  
  - Benefits  
  - Leave Guidelines | Human Resources:  
  Lori Bates  
  970-491-2858  
  Lori.Bates@colostate.edu | Deputy Director:  
  Ashley Stokes  
  225-281-2032  
  Ashley.Stokes@colostate.edu |
| **Legal** | **Legal questions or possible legal implications of actions.**  
  4-H Youth Development questions or concerns | Deputy Director:  
  Ashley Stokes  
  225-281-2032  
  Ashley.Stokes@colostate.edu | Human Resources:  
  Lori Bates  
  970-491-2858  
  Lori.Bates@colostate.edu |
| **Professional Development** | **Professional Development:**  
  - Change Management  
  - Leadership Development & Coaching  
  - Mentoring  
  - Onboarding  
  - Team Building | Professional Development:  
  Wes Alford  
  970-491-6345  
  Wes.Alford@colostate.edu | |
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| Memorandum of Understanding-MOUs | All County and Area MOU Agreements. Please send agreements to BOTH the Deputy Director and Asst. Dir. Of Finance, as they require both individual's signatures. | Deputy Director: Ashley Stokes  
225-281-2032  
Ashley.Stokes@colostate.edu | Fiscal Office: Jana Smilanich-Rose  
970-491-6367  
Jana.smilanich-rose@colostate.edu |
| Purchasing – POs, 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 | Fiscal Office: Laura Barrera  
970-491-7888  
Laura.Barrera@colostate.edu | Fiscal Office: Jennifer Wilmoth  
970-491-2386  
Jennifer.Wilmoth@colostate.edu |
|                                  | **Invoice payment** – UNDER $5000  
Send all documents for payment to: Ext_Accounts_Payable@mail.colostate.edu | Fiscal Office: Laura Barrera  
970-491-7888  
Ext_Accounts_Payable@mail.colostate.edu | Fiscal Office: Ext_Accounts_Payable@mail.colostate.edu |
|                                  | **IT Purchases** – ALL IT purchases regardless of funding source must be done in conjuction with Extension Technology | Technology Group: Tyler Rayburn - for quote/purchase set-up  
970-491-3913  
Tyler.Rayburn@colostate.edu | Fiscal Office: Ext_Accounts_Payable@mail.colostate.edu |
| Travel Authorizations & Reimbursements | Approval for travel: airfare purchase, conference registration & request for reimbursements of lodging, food & other approved travel expenses. Send all documents to the following e-mail: Ext_Accounts_Payable@mail.colostate.edu | Fiscal Office: Ellen Hughes  
970-491-7526  
Ext_Accounts_Payable@mail.colostate.edu | Fiscal Office: Ext_Accounts_Payable@mail.colostate.edu |
| Timekeeping                      | Please contact your Department Administrator for your Region:  
**EFNEP** – Cindy Standley  
Front Range – Sonjia Graham  
Peaks & Plains – Joan Jordan  
Western – Monique Mull  
State Office – Kaylie McKenna | Regional Administrators:  
**EFNEP** – Cindy Standley  
970-491-2377  
Cindy.Standley@colostate.edu | Human Resources: (Backup for all regional departments)  
Kaylie McKenna  
970-491-1617  
Kaylie.McKenna@colostate.edu |
|                                  | **FR** – Sonjia Graham  
970-491-2806  
Sonjia.Graham@colostate.edu | **FR** – Sonjia Graham  
970-491-2806  
Sonjia.Graham@colostate.edu | Lori Bates  
970-491-2858  
Lori.Bates@colostate.edu |
|                                  | **P&P** – Joan Jordan  
719-545-1845  
Joan.Jordan@colostate.edu | **P&P** – Joan Jordan  
719-545-1845  
Joan.Jordan@colostate.edu | |
|                                  | **WR** – Monique Mull  
970-241-3346  
Monique.Mull@colostate.edu | **WR** – Monique Mull  
970-241-3346  
Monique.Mull@colostate.edu | |
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| 4-H Club and Affiliated Groups, County 4-H Activities | 4-H Programming Activities have oversight from the State 4-H Office  
- Questions, Guidelines, Policies & Procedures  
- Accounts, Use of Funds, Fundraising Activities & Reporting | State 4-H Office:  
Jean Glowacki  
970-491-6422  
Jean.Glowacki.Beeman@colostate.edu | State 4-H Office:  
Trent Hollister  
970-491-7881  
Trent.Hollister@colostate.edu |
| Programming: 4-H | Program questions, matters and issues should be referred to the state office specialist under whose area the matter corresponds:  
- Livestock and Shooting Sports – Sam Lowry  
- STEM/K-12 Education – Wade Ingle  
- Projects & Curriculum – Connie Cecil  
- Volunteer Leadership – Trent Hollister  
- Data Systems - Joy Bauder | State 4-H Office:  
Sam Lowry  
970-491-6225  
Sam.Lowry@colostate.edu | State 4-H Office:  
Jean Glowacki  
970-491-6422  
Jean.Glowacki.Beeman@colostate.edu |
| Programming: Master Gardener | Questions regarding the Master Gardener Program in general or volunteer issues. | State Master Gardener Coordinator:  
Katie Dunker  
970-305-0530  
Katie.Dunker@colostate.edu | Deputy Director:  
Ashley Stokes  
225-281-2032  
Ashley.Stokes@colostate.edu |