**State Office Contact List**

**By Activity**

**Please note that communications should include the appropriate supervisor/County Director/Regional Director/etc.**

<table>
<thead>
<tr>
<th>Activity</th>
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</tr>
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<tbody>
<tr>
<td><strong>Budgeting, Financial Analysis</strong></td>
<td>Develop of budgets (non-grant) for conference, contracts, program evaluation, etc.</td>
<td>Fiscal Office: Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a></td>
<td></td>
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<tr>
<td><strong>Contracting/ MONETARY</strong></td>
<td>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.</td>
<td>Fiscal Office: Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a></td>
<td>Fiscal Office: Laura Barrera 970-491-7888 <a href="mailto:Laura.Barrera@colostate.edu">Laura.Barrera@colostate.edu</a></td>
</tr>
<tr>
<td><strong>Contracts – NON-MONETARY</strong></td>
<td>Contracts that do not involve any funding such as: • Room and site rentals for activities with no accompanying fee.</td>
<td>Human Resources: Lori Bates 970-491-2858 <a href="mailto:Lori.Bates@colostate.edu">Lori.Bates@colostate.edu</a></td>
<td>Fiscal Office: Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a></td>
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<tr>
<td><strong>Credit Card Sales</strong></td>
<td>Establishing a merchant ID to accept credit card payments for non-appropriated activities through a CSU account.</td>
<td>Fiscal Office: Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a></td>
<td>Fiscal Office: Laura Barrera 970-491-7888 <a href="mailto:Laura.Barrera@colostate.edu">Laura.Barrera@colostate.edu</a></td>
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<tr>
<td><strong>Grants/ Sponsored Projects</strong></td>
<td>PRE-AWARD: Proposals for Externally Funded Projects (funded by outside agency): • Grant Budget Development; Approval &amp; Submission Support • Letters of Intent/Commitment, etc. POST-AWARD: Grants awarded assistance including: • Set-up, • re-budgeting, • expense processing/allowability, • effort certification and • reporting • internally funded projects (funded by groups within CSU)</td>
<td>Pre-Award (College of Ag.) Cliff Schulenberg 970-491-0926 <a href="mailto:Cliff.Schulenberg@colostate.edu">Cliff.Schulenberg@colostate.edu</a></td>
<td>Fiscal Office: Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a></td>
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<td><strong>Fiscal Office:</strong></td>
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| CSU Foundation Activities – Gifts/Grants | CSU Foundation  
• Donations - accepting  
• Spending/Use of Foundation Funds  
• Looking for Foundation Funding | First Point of Contact: Ashley Stokes  
225-281-2032  
asley.stokes@colostate.edu | Fiscal Office Primary: 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  
TBD |
| Hiring/Recruitment | All Hiring - Full-time Employee Recruitment & Ongoing Appointment Letters  
Hourly, Limited-term, Student & Temporary Employees | Humans Resources:  
Lori Bates  
970-491-2858  
Lori.Bates@colostate.edu  
Kaylie McKenna  
970-491-1617  
Kaylie.McKenna@colostate.edu | Humans Resources:  
Sue Harris  
970-491-7866  
Sue.Harris@colostate.edu |
| HR Employee Relations | Employee Relations:  
• Rules and Regulations for Employees  
• Conflict Resolution  
• Benefits  
• Leave Guidelines | Humans Resources:  
Lori Bates  
970-491-2858  
Lori.Bates@colostate.edu | Deputy Director:  
Ashley Stokes  
225-281-2032  
asley.stokes@colostate.edu |
| Legal | If legal questions come up or you think there are legal implications of actions: | Deputy Director:  
Ashley Stokes  
225-281-2032  
asley.stokes@colostate.edu | Humans Resources  
Lori Bates  
970-491-2858  
Lori.Bates@colostate.edu |
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<td><strong>Memorandum of Understanding-MOUs</strong></td>
<td>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.</td>
<td><strong>Deputy Director:</strong> Ashley Stokes 225-281-2032 <a href="mailto:ashley.stokes@colostate.edu">ashley.stokes@colostate.edu</a></td>
<td><strong>Fiscal Office:</strong> Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.smilanich-rose@colostate.edu">Jana.smilanich-rose@colostate.edu</a></td>
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| **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:  
  **Invoice payment** – UNDER $5000  
  Send all documents for payment to: Ext_Accounts_Payable@mail.colostate.edu  
  **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:** Jennifer Wilmoth 970-491-2386 Jennifer.Wilmoth@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 Dept. Administrator for your Region:  
  EFNEP – Cindy Standley  
  Front Range – Sonjia Graham  
  Peaks & Plains – Joan Jordan  
  Western – Kellie Clark  
  State Office – Kaylie McKenna | **Regional Administrator:** EFNEP – Cindy Standley 970-491-2377 Cindy.Standley@colostate.edu  
  FR – Sonjia Graham 970-491-2806 Sonjia.graham@colostate.edu  
  P&P – Joan Jordan 719-545-1845 Joan.jordan@colostate.edu  
  WR – Monique Mull 970-241-3346 Monique.Mull@colostate.edu | **Humans Resources** Kaylie McKenna 970-491-1617 Kaylie.McKenna@colostate.edu | Backup for all regional depts.  
  Lori Bates 970-491-2858 Lori.Bates@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 |
|  |  
- Donations  
- Investment Accounts | CO State 4-H Fnd.  
Rochelle Platter  
970-491-1537  
Rochelle.Platter@colostate.edu | State 4-H Office: Jean Glowacki  
970-491-6422  
jean.glowacki.beeman@colostate.edu |
| **Programming: 4-H** | 4-H Program questions, matters and issues should be referred to the state office specialist under whose area the correspond:  
- 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  
Wade Ingle – 970-491-0893  
Wade.ingle@colostate.edu  
Connie Cecil – 970-491-7883  
Connie.Cecil@colostate.edu  
Trent Hollister- 970-491-7881  
Trent.hollister@colostate.edu | State 4-H Office: Jean Glowacki  
970-491-6422  
jean.glowacki.beeman@colostate.edu |
|  |  
- OEO Issues (Equal Opportunity)/ Affirmative Action  
  o Youth and volunteer fair treatment issues  
- Risk Management  
- Program Events | 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.  
- For Volunteer issues for Master Gardener, primary contact is the State Office Master Gardener Coord., back-up is Ashley Stokes | State Master Gardener Coord.:  
Katie Dunker  
Katie.dunker@colostate.edu | Deputy Director:  
Ashley Stokes  
225-281-2032  
ashley.stokes@colostate.edu |