

Fiscal Office & HR Contact List By Activity

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. 	Human Resources: Lori Bates 970-491-2858 Lori.Bates@colostate.edu	Fiscal Office: Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@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: Sharon King 970-491-7950 Sharon.King@colostate.edu	Pre-Award (College of Ag.) Reagan Lu 970-491-6953 Reagan.Lu@colostate.edu Fiscal Office: Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu
CSU Foundation Activities – Gifts/Grants	CSU Foundation <ul style="list-style-type: none"> • Donations - accepting • Spending/Use of Foundation Funds • Looking for 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

Activity	Description	Primary Contact	Secondary Contact
4-H Club and Affiliated Groups, County 4-H Financial Activity	<p>All 4-H Activities have oversight from the State 4-H Office</p> <ul style="list-style-type: none"> • Questions, Guidelines, Policies & Procedures • Accounts, Use of Funds, Fundraising Activities & Reporting • Donations & Grants • Class Accounts • Investment Accounts 	<p>State 4-H Office: Jean Glowacki 970-491-6422 Jean.glowacki.beeman@colostate.edu</p> <p>Rochelle Platter Executive Director 970-491-1537 Rochelle.Platter@colostate.edu</p>	<p>State 4-H Office: Trent Hollister 970-491-7881 Trent.hollister@colostate.edu</p> <p>Jean Glowacki 970-491-6422 Jean.glowacki.beeman@colostate.edu</p>
Financial Reporting	<p>Generation of monthly financial reports for:</p> <ul style="list-style-type: none"> • Department/Unit annual budgets and Consolidated Reporting • Internal Grants/Awards • CSU Foundation Reports • Specialist Accounts – Laura Barrera primary <p>Sponsored Projects reporting</p>	<p>Fiscal Office: Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu</p> <p>Sponsored Projects Sharon King 970-491-7950 Sharon.King@colostate.edu</p>	<p>Fiscal Office: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu</p> <p>Sponsored Projects Jana Smilanich-Rose 970-491-6367 Jana.smilanich-rose@colostate.edu</p>
Hiring/ Recruitment	<p>Full-time Employee Recruitment & Ongoing Appointment Letters</p> <p>Hourly, Limited-term, Student & Temporary Employees</p>	<p>Humans Resources: Lori Bates 970-491-2858 Lori.Bates@colostate.edu</p> <p>Fiscal Office: Sharon King 970-491-7550 Sharon.King@colostate.edu</p>	<p>Humans Resources: Sue Harris 970-491-7866 Sue.Harris@colostate.edu</p> <p>Fiscal Office: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu</p>
Purchasing – Purchase Orders, P-Card Processing	<p>For Assistance with purchasing relating to:</p> <p>Purchase Orders – LIMIT FOR ALL GOODS AND SERVICES IS WITHOUT A PURCHASE ORDER OR A CONTRACT IS LESS THAN \$5000.</p> <p>P-Card – for assistance with making p-card purchases, or if your unit does not have access to a p-card:</p>	<p>Fiscal Office: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu</p>	<p>Fiscal Office: Jennifer Wilmoth 970-491-2386 Jennifer.Wilmoth@colostate.edu</p>

	<p>Invoice payment – UNDER \$5000</p> <p>Send all documents for payment to: Ext_Accounts_Payable@mail.colostate.edu</p> <p>IT Purchases – ALL IT purchases regardless of funding source must be done in conjunction with Extension Technology</p>	<p>Fiscal Office: Sharon King 970-491-7950 Ext_Accounts_Payable@mail.colostate.edu</p> <p>Ext. Technology Group: Tyler Rayburn - for quote/purchase set-up 970-491-3913 Tyler.Rayburn@colostate.edu</p>	<p>Fiscal Office: Laura Barrera 970-491-7888 Ext_Accounts_Payable@mail.colostate.edu</p>
Activity	Description	Primary Contact	Secondary Contact
Timekeeping	<p>Please contact your Dept. Administrator for your Region:</p> <p>EFNEP – Cindy Standley Front Range – Sonjia Graham Peaks & Plains – Joan Jordan Western – Kellie Clark State Office – Sharon King</p>	<p>Regional Administrator:</p> <p>EFNEP – Cindy Standley 970-491-2377 Cindy.Standley@colostate.edu</p> <p>FR – Sonjia Graham 970-491-2806 Sonjia.graham@colostate.edu</p> <p>P&P – Joan Jordan 719-545-1845 Joan.jordan@colostae.edu</p> <p>WR – Kellie Clark 970-241-3346 Kellie.clark@colostate.edu</p>	<p>State Fiscal Office: Sharon King 970-491-7950 Sharon.King@colostate.edu Backup for all regional depts.</p> <p>Humans Resources Lori Bates 970-491-2858 Lori.Bates@colostate.edu</p>
Travel Authorizations & Reimbursements	<p>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:</p> <p>Ext_Accounts_Payable@mail.colostate.edu</p>	<p>Fiscal Office: Ellen Hughes 970-491-7526 Ext_Accounts_Payable@mail.colostate.edu</p>	<p>Fiscal Office: Laura Barrera 970-491-7888 Ext_Accounts_Payable@mail.colostate.edu</p>