

WSU Mount Vernon & Puyallup RECs and CSANR Administrative Support Contacts, as of January 2018

Support Need	Primary Contact	Back Up Contact	Administrative Lead
<u>Budget Management</u>			Chad Kruger
Budget Analysis & Reconciliation (all budgets: state, development, service center, etc.)	Todd Landwert	Jean Canonica	
Service Centers	Todd Landwert	Jean Canonica	
Contract Management/ Personal Service Contracts	Jean Canonica	Todd Landwert	
<u>Grants</u>			Georgine Yorgey
Pre-award (proposals, budgets, cost-share, etc.)			
Mount Vernon	Cindy Armstrong (*Jean Canonica while Cindy is out)	Todd Landwert /Mahogany Blackthorne	
Puyallup	Mahogany Blackthorne	Jean Canonica / Cindy Armstrong	
CSANR	Cindy Armstrong (*Brooke Saari while Cindy is out) Brooke will work with Jean Canonica on budgets	Mahogany Blackthorne / Todd Landwert	
Post-award Management			
Mount Vernon	Todd Landwert	Cindy Armstrong	
Puyallup	Mahogany Blackthorne	Todd Landwert	
CSANR	Cindy Armstrong (*Jean Canonica while Cindy is out)	Mahogany Blackthorne	
<u>Personnel/Payroll</u>			Tatum Weed
Payroll – time slip employees	Sherri Clarke	Jean Canonica / Drew Lewis	
Payroll – all appointed employees	Cindy Armstrong (*Drew Lewis while Cindy is out)	Jean Canonica	
Online Leave Reporting	Sherri Clarke	Drew Lewis / Tatum Weed	
Time Sheets	Sherri Clarke	Drew Lewis	
I-9	Drew Lewis	Sherri Clarke	
Temporary Employment	Sherri Clarke	Drew Lewis	
Permanent Employment	Cindy Armstrong (*Tatum Weed while Cindy is out)	Drew Lewis / Sherri Clarke	
Personnel Forms (i.e., appointments, assignments, funding, etc.)	Drew Lewis	Sherri Clarke / Tatum Weed	
Searches	Tatum Weed	Drew Lewis / Sherri Clarke	
New Employee Onboarding			
Mount Vernon	Robin Miller	Todd Landwert	
Puyallup	Kelsey Leavitt	Drew Lewis	
CSANR	Brooke Saari	Cindy Armstrong	
Directory Updates	Kelsey Leavitt	Robin Miller	
Email distribution list updates			
Mount Vernon	Todd Landwert	CAHNRS IT	
Puyallup	Kelsey Leavitt	CAHNRS IT	
CSANR	Brooke Saari	CAHNRS IT	
<u>Purchasing</u>			Tatum Weed
P-card Purchases / Reconciliation			
Mount Vernon and Puyallup	Drew Lewis	Jean Canonica / Sherri Clarke	
CSANR	Tara Zimmerman	Drew Lewis / Sherri Clarke	
CBS Invoice Vouchers / IRIs / Purchase Orders	Drew Lewis	Jean Canonica	
Deposits			
Mount Vernon	Robin Miller	Todd Landwert	
Puyallup	Sherri Clarke	Jean Canonica	
Property Inventory			
Mount Vernon	Dan Gorton	Todd Landwert	
Puyallup	Kelsey Leavitt	Bill McCrea	
CSANR	Brooke Saari	Kelsey Leavitt	

Travel			Tatum Weed
Travel Authorities			
	Mount Vernon	Robin Miller	Brooke Saari
	CSANR and Puyallup	Drew Lewis	Jean Canonica
Travel Expense Vouchers		Jean Canonica	Drew Lewis
Travel Arrangements		Global Travel	
CTA Approval and Reconciliation			
	Mount Vernon	Robin Miller	Todd Landwert
	Puyallup	Drew Lewis	Jean Canonica
	CSANR	Tara Zimmerman	Cindy Armstrong
Rentals, Conference Rooms and Classrooms			Tatum Weed
AMS and non-AMS class and meeting room scheduling		AMS Website Outlook calendars	Puyallup: Kelsey Leavitt Mount Vernon: Robin Miller
AMS classroom and conference room technical assistance		AMS: 509-335-6575	
	Mount Vernon	Robin Miller	Dan Gorton
	Puyallup	Kelsey Leavitt	Bill McCrea
Mount Vernon Olsen House and Auditorium Rentals		Robin Miller	Dan Gorton
Puyallup Guest House and Allmendinger Rentals		Kelsey Leavitt	Bill McCrea
Administrative Support			Tatum Weed
Graphic Design		Andrew Mack	CAHNRS Communications
Communications	Mount Vernon & Puyallup	Kelsey Leavitt	Tara Zimmerman
	CSANR	Tara Zimmerman	Kelsey Leavitt
SharePoint support		CAHNR IT	Andrew Mack
Website support	Mount Vernon and Puyallup	Andrew Mack	
	CSANR	Tara Zimmerman	
Center Event Coordination and RTSF			
	Mount Vernon	Robin Miller	
	Puyallup	Kelsey Leavitt	
	CSANR	Brooke Saari	
Copiers and Printer Support			
	Mount Vernon	CAHNRS IT	Robin Miller
	Puyallup	CAHNRS IT	Andrew Mack
Mail/Shipping Receiving			
	Mount Vernon	Robin Miller	Todd Landwert
	Puyallup	Andrew Mack	Kelsey Leavitt
Hazardous Material Shipping			
	Mount Vernon	Ed Scheenstra	Babette Gundersen
	Puyallup	Jenny Glass	Liz Whitefield

CONTACT INFORMATION:

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