

ESAM STAFF – PRIMARY CONTACT LIST (FOR FACULTY)

			Contact
Budget & Financial	Purchases & reimbursements	iBuyNU cart; P-card purchases;	Elisa
		Reimbursements related to department activities; Visitor reimbursements; Other Reimbursements : McC Reimbursement Center ;	
	Chart of accounts	Reconciliations; Journals; Balance & other basic inquiries	
	Student funding	Student funding entries	
Student support	Student affairs	Student records management (CAESAR); Graduate recruiting; Course listings	Ted
Outreach & communication	Events	Coordinates room reservations, regular seminars, events planning & visitor arrangements	Ted
	Website	Contents updates	
Facilities	Daily upkeep	Day to day upkeep; Facility reservations; Mail	Ted
All others	All other general inquiries (e.g.: Post-award management & Projections; All HR matters, Postdoc and research staff funding; Summer salary; Budget; Efforts; Space; General coordination etc.)		Miso