Whom Do You Call in Chemistry?

Questions about: Call:

* Academic requirements Carol Gonzaga, 5-5696, M 135
  John Randazzo, 6-9260, Cv 221
* Access to buildings-Keycards & ID
  Kathy Oakley, 6-3208, M 133
  Carol Gonzaga, 5-5696, M 135
* Admissions, graduate
  Joe Lavin, 6-3209, M 139
* Appointments, Post-doctoral

Research Associate
Research Assistant
Teaching Fellow
Training Grant
Visiting Scholar

* Chemical Inventory Ryan Spoering, 6-0759
  Nicole Dalton, 6-6428
* Chemistry mailing lists Cheryl Ryder, 6-0816, M 133
* Chemistry website Cheryl Ryder, 6-0816, M 133
* Computer/IT support fas-it.fas.harvard.edu/ghelp
* Course catalog Barbara Anderson, 5-4076, M 133
  Carol Gonzaga, 5-5696, M 135
* Division Room scheduling Barbara Anderson, 5-4076, M 133
* Employment verifications Carol Gonzaga, 5-5696, M 135
* Equipment inventory
  Mary Walsh, 5-4070, Cv 222
  Lisa Ball, 5-9769
* Fellowships, graduate student
  Joe Lavin, 6-3209, M 139
* Fellowships, post-doctoral Liz Foote, 4-8422
* Finance questions, general
  Finance Office, 4-9399 and Portfolio Managers

  Accounts
  payable/ receivable Elise Hewlett, 6-4092
  Balance sheets Finance Office, 4-9399 and Portfolio Managers
  Corporate card/PCard Elise Hewlett, 6-4092
<table>
<thead>
<tr>
<th>Task</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional lunch fund</td>
<td>Mary Walsh, 5-4070</td>
</tr>
<tr>
<td>Instrument billing</td>
<td>Pat Dick, 5-5111</td>
</tr>
<tr>
<td>Insurance on equipment</td>
<td>Lisa Wilks Ball, 5-9769 and Portfolio Managers</td>
</tr>
<tr>
<td>Travel/Web vouchers</td>
<td></td>
</tr>
<tr>
<td>* Finance/Grants transactions</td>
<td>Consult Portfolio Manager list on <a href="#">Finance page</a></td>
</tr>
<tr>
<td>* Gas cylinders</td>
<td>Chris Perry, 5-4279, B 26</td>
</tr>
<tr>
<td>* Gift Checks</td>
<td>Lisa Wilks Ball, 5-9769</td>
</tr>
<tr>
<td>* Grad student degree progress</td>
<td>Barbara Anderson, 5-4076</td>
</tr>
<tr>
<td>* Grants and Sponsored Research</td>
<td>Liz Foote, 4-8422 and Senior Sponsored Research Administrators</td>
</tr>
<tr>
<td>At-Risk accounts</td>
<td>Liz Foote, 4-8422 and SSRAs</td>
</tr>
<tr>
<td>Budgets</td>
<td>Liz Foote, 4-8422 and SSRAs</td>
</tr>
<tr>
<td>Effort Reports</td>
<td>Liz Foote, 4-8422 and SSRAs</td>
</tr>
<tr>
<td>Grant closeouts</td>
<td>Liz Foote, 4-8422 and SSRAs</td>
</tr>
<tr>
<td>Journals</td>
<td>Liz Foote, 4-8422 and SSRAs</td>
</tr>
<tr>
<td>Proposal review, preparation</td>
<td>Liz Foote, 4-8422 and SSRAs</td>
</tr>
<tr>
<td>Requests (No cost, rebudgets)</td>
<td>Liz Foote, 4-8422 and SSRAs</td>
</tr>
<tr>
<td>* Human resources</td>
<td>Carol Gonzaga, 5-5696, M 135</td>
</tr>
<tr>
<td>* Industrial recruiting</td>
<td>Kathy Oakley, 6-3208, M 133</td>
</tr>
<tr>
<td>* Keys, laboratory and office</td>
<td>Nicole Dalton, 5-3076, M 20</td>
</tr>
<tr>
<td>* Lab services</td>
<td>John Randazzo, 6-9260, Cv 221</td>
</tr>
<tr>
<td>* Lectures, named and special</td>
<td>Helen Schwickrath, 6-8190, M 133</td>
</tr>
<tr>
<td>* Library/Information services</td>
<td>Marcia Chapin, 6-2728, Cv 107</td>
</tr>
<tr>
<td>* M217 scheduling</td>
<td>John Randazzo, 6-9260, Cv 221</td>
</tr>
<tr>
<td>* Mail, incoming/forwarding services</td>
<td>John Randazzo, 6-9260, Cv 221</td>
</tr>
</tbody>
</table>
* Mailing lists, departmental  
  Cheryl Ryder, 6-0816, M 133

* Maintenance, building  
  Mike Paterno, 5-3076, M 020

* Notaries Public  
  Joe Lavin, 6-3209, M 139
  Melissa LeGrand, 6-0958, M 223
  John Randazzo, 6-9260, Cv 221
  Larry Valles, 6-6501, M028

* Oral Exam/Degree Progress Data  
  Barbara Anderson, 5-4076, M 133

* Parking  
  Nicole Dalton, 5-3076, M 020

* Payroll, exempt/non-exempt  
  Carol Gonzaga, 5-5696, M 135

* Payroll, graduate student/postdoc  
  Joe Lavin, 6-3209, M 139

* Payroll, temporary  
  Lisa Wilks Ball, 5-9769

* Pfizer Lecture Hall scheduling  
  Barbara Anderson, 5-4076, M 133

* Renovations, building  
  Jerry Connors, 5-3076, M 020
  Mike Paterno, 5-3076, M 020

* Safety, laboratory  
  Matt LaLonde, 6-8285, Cv 226
  Allen Aloise, 5-4283, M 133
  Jerry Connors, 5-3076, M 020

* Shipping & Receiving  
  Chris Perry, 5-4279, B 26

* Teaching Fellow assignments  
  Joe Lavin, 6-3209, M 139

* Telephone service  
  John Randazzo, 6-9260, Cv 221

* Thesis defense  
  Barbara Anderson, 5-4076, M 133
  Carol Gonzaga, 5-5696, M 135

* Undergraduate issues  
  Dr. Gregg Tucci, 6-4668, Sci. Ctr. 114