RESOURCE & PROCEDURE GUIDE

PREPARED BY

BNPP Administrative Unit

Proudly serving...

The Departments of Biochemistry,

Microbiology & Plant Pathology,

Nematology, and

The Center for Conservation Biology
### BNPP Staff Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Sarah Acrey</td>
<td>2-3816</td>
<td><a href="mailto:sarah.acrey@ucr.edu">sarah.acrey@ucr.edu</a></td>
</tr>
<tr>
<td>Joann Braga</td>
<td>2-7259</td>
<td><a href="mailto:joann.braga@ucr.edu">joann.braga@ucr.edu</a></td>
</tr>
<tr>
<td>Debbie Brown (CCB)</td>
<td>2-5494</td>
<td><a href="mailto:debbie.brown@ucr.edu">debbie.brown@ucr.edu</a></td>
</tr>
<tr>
<td>Nancy Ferguson</td>
<td>2-4222</td>
<td><a href="mailto:nancy.ferguson@ucr.edu">nancy.ferguson@ucr.edu</a></td>
</tr>
<tr>
<td>Margarita (Maggie) Flores</td>
<td>2-3598</td>
<td><a href="mailto:margarita.flores@ucr.edu">margarita.flores@ucr.edu</a></td>
</tr>
<tr>
<td>Cheryl Gerry</td>
<td>2-3814</td>
<td><a href="mailto:cheryl.gerry@ucr.edu">cheryl.gerry@ucr.edu</a></td>
</tr>
<tr>
<td>Ivan Kong</td>
<td>2-4233</td>
<td><a href="mailto:ivan.kong@ucr.edu">ivan.kong@ucr.edu</a></td>
</tr>
<tr>
<td>Lorraine Poisson</td>
<td>2-3048</td>
<td><a href="mailto:lorraine.poisson@ucr.edu">lorraine.poisson@ucr.edu</a></td>
</tr>
<tr>
<td>Valerie Schulte</td>
<td>2-6994</td>
<td><a href="mailto:valerie.schulte@ucr.edu">valerie.schulte@ucr.edu</a></td>
</tr>
<tr>
<td>Matt Ulrich</td>
<td>2-1774</td>
<td><a href="mailto:mulrich@ucr.edu">mulrich@ucr.edu</a></td>
</tr>
<tr>
<td>Debbie Van Zanten</td>
<td>2-3815</td>
<td><a href="mailto:debbie.vanzanten@ucr.edu">debbie.vanzanten@ucr.edu</a></td>
</tr>
<tr>
<td>Cindy Wanjihia</td>
<td>2-2040</td>
<td><a href="mailto:cindywa@ucr.edu">cindywa@ucr.edu</a></td>
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<td>Mail Distribution</td>
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CNAS has a Centralized Personnel Services Unit for both the Academic and Non-Academic payroll services called HARVEST

**Harvest Academic CONTACTS**

Wendy Alvarez (Academic hires – Postdoc, Jr. Specialist, Visiting Scientist...etc)  2-4647

Dorria Burgess  (Academic hires – Postdoc, Jr. Specialist, Visiting Scientist...etc)

**Harvest Non-Academic CONTACTS (Pod C)**

Emelyn Lutzker (payroll, staff hires) 2-4428

Susan Solis (payroll, staff hires) 2-5002

NAPSUpodC@ucr.edu
CONTRACTS & GRANTS

Administratively, there are two types of contract and grant activities: those that involve activities that take place prior to an award being made, and those that take place after. Activities that take place prior to an award include submitting proposals and post-award activities include setting up new funds, tracking financial transactions for ongoing awards and terminating and reconciling awards that are expired.

Proposal and Budget Preparation

Promptly contact your assigned analyst when you first decide to submit a proposal to ensure the requirements for submission are meet. Proposals must be routed through the Research & Economic Development (RED) for review and institutional approval. Your analyst is available to create the mandatory electronic Campus Approval Form (eCAF). He/she can also prepare or review the budget and budget justification. All proposals must be routed through your Contract and Grant Analyst. Please do not deliver your proposal directly to RED.

Please notify your analyst at least 5 days or more before the agency deadline for standard proposals (the Office of Research requires at least 3 days of notice to process a standard proposal) and proposals not meeting the standard proposal criteria require a minimum of 10 working days or more prior to the agency deadline (RED requires 7 days).

Minimal information is required by the analyst to initiate the eCAF process and budget documents. Web site: http://or.ucr.edu/spa/lifecycle/proposal-preparation-submission/common-elements-of-a-proposal.aspx#Administrative

Post-Award Contract and Grant Administration

The UCR Central Accounting Office will set up a new fund number for your grant when a proposal is awarded. Contact your assigned analyst with questions as to timing or additional processing requirements.

When you receive an Award notification directly from an agency, please submit a copy to your analyst so a “pre-award” can be requested if necessary. “Pre-awards” are granted so that you can promptly begin spending against the correct fund number more quickly than if you had waited for fully executed award and funds to actually arrive on campus.
Monthly Financial Statements

Every month the departmental Analysts provide each faculty with a Financial/Enterprise Reporting System (ERS) Report. These reports provide details of each month’s expenditures and the balance (net of encumbrances) remaining in each category of each fund. It is extremely important to review your financial report promptly and report any errors or discrepancies to your analyst. Prompt corrections of errors are especially important for federal contracts and grants, and those with federal flow-through funds.

To avoid disallowances, cost transfers must be processed within 120 days after the date of the original transaction, but preferably within 60 days.

Expired Funds

No expenditures can be charged to an expired fund. When a fund is approaching an expiration date, your analyst will contact you for a new FAU for recurring charges (fleet, communications, payroll and demurrage).

This is also the case for funds that are getting a new budget increment. Expenditures CANNOT be charged until the new increment has been received and processed through the financial system, unless a pre-award has been established in advance. Additionally, if a fund is in deficit prior to receiving the new increment, the deficit must be removed.

No Cost Extensions

If a PI is unable to complete the research in the time frame given by the agency, then he or she needs to work with the analysts to prepare the agency’s required documents requesting a No-Cost Extension. No-cost extensions (NCE) must be processed at least 30 days prior to the expiration date of the grant.
TRAVEL – GENERAL INFORMATION

Nancy, Joann and Sarah are the Travel Coordinators for the unit. Their primary responsibility is to assist in the submission of travel reimbursement request. Travelers are responsible for making their own airline and hotel reservations and entering their travel information in iTavel upon return.

Advance payments for foreign airfare, shuttles, registration fees, etc. may be paid with enough advanced notice with a Purchase Order. If you personally pay these fees in advance they will not be reimbursable until after the trip has been completed. Contact Nancy, Joann or Sarah for guidance.

All reimbursement requests for travel expenses are routed through iTavel, UCR’s online travel expense reporting system. Enter your expense details directly in iTavel at http://rspace.ucr.edu. Travel claim should be made within 7 days of the completion of the trip. However, claims must be made within 21 days. Once we have reviewed your report you will approve it and it will be submitted to UCR’s Accounting Office for reimbursement. It can take 2-3 weeks days to receive reimbursement (can be longer in case of foreign or complex trips).

Please save and submit all original receipts. Airline ticket receipts/itineraries, hotel bills, rental car receipts, registration fee receipts (any larger expense receipts provided to you electronically) are to be submitted in PDF via email to all coordinators in the BNPP Admin. Office. Gas receipts, meal receipts, etc. (low dollar) are to be turned into the office. All receipts must be itemized and show “form of payment”. Only the cost of actual meals can be claimed for reimbursement not to exceed the maximum daily limit. There is no “per diem” for domestic travel. iTavel will indicate whether or not a receipt is required based on the category and amount.

You may NOT pay for another traveler’s expenses including hotels, meals and rental cars.

Charging travel expenses to UCR when they are going to be reimbursed by a third party is not allowable. If a meeting/conference host will be reimbursing you for your airline ticket, the traveler must prepay this and you cannot have it purchased by the university.

Note that no reimbursement of meals may be claimed for trips of less than 24 hours without an overnight stay (mileage only).
You should register for **ALL** trips taken at the site below so you are covered while traveling.

https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2&enterprise=1

**Personal Car Mileage Reimbursement**

The University reimbursement rate for personal car usage changes periodically and is based upon IRS guidelines. Vehicle license number must be listed and you must certify that you carry appropriate vehicle insurance to be reimbursed for mileage or parking.

If air is the normal method of travel and you will be driving instead, department chair approval is needed prior to your travel. An email to/from the department chair is acceptable.

**Rental Car Agencies**

The University contracts with several rental car agencies from which cars may be rented at a pre-negotiated rate. These rates include collision damage insurance within the United States. Optional insurance and upgrades are NOT reimbursable and, if accepted, are at the user’s expense. Collision damage (or liability damage) insurance is required when traveling in Hawaii, Canada, Mexico, and all other foreign locations, and will be reimbursed by the University.

As rental car contracts are negotiated annually and expire at the end of each fiscal year, please contact the BNPP Admin Office for a current list of agencies.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Web link for direct booking</th>
<th>Location ID – UC Riverside (CDP)</th>
<th>Reservation Phone #</th>
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<tr>
<td><strong>Hertz</strong></td>
<td>Hertz</td>
<td>72131</td>
<td>(888) 222-0286</td>
</tr>
<tr>
<td><strong>Enterprise</strong></td>
<td>Enterprise</td>
<td>XZ32N01</td>
<td>(800) 261-7331</td>
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National Car Rental, Dollar Rent-A-Car, and Thrifty Car Rental are also UC contracted.
University Vehicles

A variety of vehicles are available for your use through campus Fleet Services. Vehicles may be rented on a daily or weekly basis or through a monthly lease agreement. For questions please contact BNPP office for assistance or Fleet Services at 2-2277.

Visitor Parking

Invited guests to UCR who travel via personal, state or rental car may park in one of the designated visitor lots only with a guest parking permit. To obtain a parking permit for your visitors contact Joann, Sarah or Nancy with guest’s name, FAU and date of visit. The request will be submitted and you can advise your guest to pick up the permit at the parking kiosk. Please allow 24 hours for processing kiosk requests.

ENTERTAINMENT EXPENSE REIMBURSEMENT REQUESTS

For reimbursement of entertainment expenses you will need to provide a list of attendees including their names, titles and relationship to UCR, the business purpose of your meeting/meal, etc. plus the original itemized receipt and form of payment. If spouses or guests attend you will need exceptional approval from the Dean’s office PRIOR to the event which takes 7 days. Please ask in advance whether or not alcohol is covered, each department has different guidelines. Alcoholic beverages may not be purchased from State General Funds or federal funds. All departments are reminded to keep expenditures for alcohol to a reasonable percentage of the total food bill. Please be prudent in spending University funds for entertainment.

Maximum per-person expenditures for entertainment including tax and tip are:

- Breakfast - $27
- Lunch - $47
- Dinner - $81
- Light Refreshments - $19
PURCHASING - GENERAL INFORMATION

BNPP Purchasing Office: Nancy Ferguson, Joann Braga and Sarah Acrey, can provide help and guidance for all of your purchasing needs. They are located in Boyce Hall 1463 and are transactors, authorized to make purchases on behalf of the departments represented. UCR policy requires that all departmental purchases and agreements be placed through this office. Seek out guidance before you incur expenses to avoid unauthorized purchases, which may not be reimbursable.

All orders should be initiated in eBuy under R’space. Orders up to $2,500 can be placed for most vendors, $4,500 for Fisher and VWR and for any orders beyond these amounts we work closely with our Central Purchasing Buyers to process and submit requisitions.

You can order in one of two ways: as a Requestor or a Sub-Requestor in R’space. Please send requests to Cheryl Gerry, FAO, to activate someone in your lab as a Requestor. You would be able to control/add anyone you wish as a Sub-Requestor.

Contracted Vendors

UC has contracts in place with vendors for various items/services with negotiated discounts and terms. When shopping under eCatalog, type your catalog number under “shop everything” and it will check all of the Hosted catalog suppliers and give you a list of who carries what product and the price. Under Punch-out you will go directly to chosen vendors sites to get the best pricing and this is where you can search for computers with Dell, CDW-G and HP, computer software through SHI and Fisher, as our prime supplier with 3,500 discounted items and Grainger for industrial equipment/tools.

Storehouse

UCR Storehouse carries many laboratory, office and field supplies here on campus. To order Storehouse supplies use the Storehouse application located in R’Space. If you want to pick up your goods the same day mark the form “Will Call” and ask us to place the order immediately – it normally is ready for pick up when you arrive.
Deliveries

When your shipment arrives, the package(s) will be scanned by the BNPP Staff and you will receive an email notifying you of the delivery. Please promptly pick up your packages in Boyce 1415A.

When you pick up your order, please print your name on the signature pad to record delivery receipt record. After you have inspected your shipment, please inform the BNPP Purchasing Office immediately of any damaged goods or shortages. The vendor will be contacted to resolve discrepancies and arrange for returns/replenishments.

University Credit Card (Pro-card)

The BNPP Purchasing Office staff use University issued credit cards (Pro-cards) for goods and vendors that cannot be processed with Purchase Orders. Pro-cards are to be used BEFORE using personal funds. Most often Pro-card purchases are used in instances where vendors are not established in eBuy or cannot agree to PO terms. Pro-card requests should be routed via eBuy request (include links such as Amazon etc.) – not emailed.

Campus store (Barnes & Nobles)

To purchase items from the campus store, please initiate an eBuy request with dollar amount not to exceed. We will give you a PO to go shop, return back with the receipt.

General Advice for Purchasing

All purchases require an FAU. Be sure to always include it on all order submittals. Planning and advanced notice helps both BNPP staff processing and ultimately turnaround time for orders – Please plan ahead.

Please do not make purchase commitments for items or services with outside vendors without having a PO in place first. This is to protect your lab and the University – always run the requests through eBuy first or talk to the BNPP Purchasing Office.

Normal purchasing processes (Storehouse/eBuy/Pro-card) are to be used FIRST. The vast majority of purchases can (and should) be routed through the BNPP Purchasing Office. Everything from lab supplies to memberships most likely can be purchased via PO. Personal funds are to be used on an incidental or emergency basis.
Obtaining multiple quotes is encouraged for non-standard items/services. Often vendors offer Higher Education and/or UC discounts. Main Purchasing will ask for quotes from multiple vendors on requisition submittals.

Please feel free to contact BNPP Purchasing Office for any questions or concerns.

**ePay Reimbursements**

Reimbursements over $100 are processed via ePay application in R’Space. Only BNPP Purchasing Office staff has access to ePay to process ePay reimbursements for the department. To submit an ePay reimbursement request either email receipts and/or documentation to BNPPS Purchasing Office or drop it by in person.

**Ethyl Alcohol Purchases**

Only authorized approved custodians may request alcohol purchases:

Biochemistry - Dimitri Niks, dimitri.niks@ucr.edu
Microbiology & Plant Pathology – Lab custodians are set up per lab – please contact Nancy Ferguson, nancy.ferguson@ucr.edu for more information.
Nematology - Scott Edwards, scott.edwards@ucr.edu

**Printing & Reprographics - Business Cards/Posters/Exams**

All UCR business cards must be purchased through UCR’s Printing and Reprographics. Orders are submitted by BNPP Purchasing Office. Posters and exam requests can be submitted in PDF format with output specifics noted and require a minimum of 3 days to print and will be delivered to the BNPP office for pickup.

**Office and Lab Furniture**

The University has exclusive contracts with vendors for office and lab furniture. Please do not purchase any office or lab furniture without discussing your plans first with the BNPP Purchasing Office. If you buy a file cabinet, from Office Depot or some other local vendor, you will not be reimbursed. Equipment Management is a service unit on campus responsible for selling excess items, except for the 1st Tuesday of every month when they sell to the public. You can view or purchase items for sale by appointment (call 2-4209). You will need to bring an online recharge card with you (prepared by BNPP Purchasing Office) when you go. They do NOT deliver – you will have to make your own arrangements for pick-up/delivery.
**Computer Support**

Computer support is available on campus providing telephone help desk support, on-site hardware and software diagnostic and repair service, training classes and more. The on-site support is free to faculty (Academic Computer Support); The Computing and Communication Help Desk can assign a technician to assist you. They can be reached by email at helpdesk@ucr.edu. There is a recharge rate for staff services. You might want to check out their web site at [http://cnc.ucr.edu/msg.html](http://cnc.ucr.edu/msg.html) for a more comprehensive list of services. For questions and current recharge rates, give them a call at 2-3555.

**MAIL AND COMMUNICATIONS**

**Mail Distribution**

Mail is distributed to your assigned mailbox in the afternoon. The mailroom is located in 1415 Boyce Hall.

**Outgoing Mail**

University-related business mail can be placed without a stamp in the brown canvas outgoing mail bag hanging in the mail room. Personal mail can also be placed in this bag but it MUST be stamped with appropriate postage.

**FedEx**

The Receiving Room Staff or the BNPP office (as backup) can assist you in sending out packages via Federal Express. Please bring your package or items to be placed in a Fed Ex envelope, package or box along with the shipping address, email and phone of the recipient and FAU or FedEx account number to Boyce Hall 1415A **NO LATER THAN 11:30 AM TO BE SHIPPED THAT DAY.** Styrofoam boxes cannot be shipped unless they are placed in a cardboard box first.

**Photocopier**

In order to properly charge photocopy expenses within the department, access codes are set up in the copier located in Boyce 1415 and are required in order to use the machine. Faculty may request codes, as needed, for use by individuals who are working with them from Joann Braga in the Business Office. Please provide an FAU number.
**Package Delivery and Pickup**

All incoming orders and packages are delivered to the BNPP Mail/Receiving Room (Boyce 1415A) and are scanned in. You will be contacted via email to pick-up packages. Please pick up all packages as soon as you are notified as we are very limited on receiving space. You will be required to sign the electronic signature pad for your package(s) before taking them.

**Greenhouses**

Please contact Ag Ops at (951) 827-5906 to request greenhouse space.

**Keys & Key Fobs**

Maggie Flores issues departmental keys. Faculty may authorize keys for any employee in their lab. Please notify Maggie in person, by email or memo of your intentions. Please note that Lab Safety Training must be completed before keys are handed out.

**Safety**

The department has a safety committee responsible for interactions with the campus Environmental Health and Safety (EH&S) Department. Howard Judelson (2-4199), is Coordinator of the department committee and is the person who can answer your safety-related questions. There is also a great deal of information at the EH&S website [http://www.ehs.ucr.edu](http://www.ehs.ucr.edu).

**Web Page Maintenance**

The department web page is maintained by Maggie Flores and Debbie Brown. For changes, corrections or updates to the web page, please contact Maggie at [margarita.flores@ucr.edu](mailto:margarita.flores@ucr.edu) or Debbie at [Debbie.brown@ucr.edu](mailto:Debbie.brown@ucr.edu)
Conference Room Reservations

Conference room reservations can be made at https://chassintranet.ucr.edu/frs/index.do

Contact Maggie Flores at 2-3598 for any questions.
Below are the rooms available for each department.

Biochemistry: Boyce Hall 2476, 5487
Microbiology/Plant Pathology: Boyce Hall 1467, Webber Hall 3239
Nematology: Webber Hall 2294

Contact Debbie Brown at 2-5494 for any questions.
Conservation for Biology: Batchelor Hall 4141
RESOURCES

Academic Personnel Information
http://www.ucop.edu/acadadv/acadpers/apm

Accounting
http://www.accounting.ucr.edu/

Agricultural Operations (AG Ops)
http://agops.ucr.edu/

Campus Directory and Individual Name Search
http://ucrtel.ucr.edu/ucrtel/telsearch.htm

Environmental Health and Safety
http://www.ehs.ucr.edu

Facilities Services
http://facilities.ucr.edu/

Fleet Services
http://fleet.ucr.edu

Human Resources
http://www.humanresources.ucr.edu

Research & Economic Development (RED)
http://www.research.ucr.edu

Policies and Procedures

Transportation and Parking Services
http://www.parking.ucr.edu