

<p>Administrative / Financial</p> <p>Proposal preparation support:</p>	<p>Judi Gorski, 1201G, x54950, jcgorski@umd.edu Leslie Delabar, 1201D, x56084, ldelabar@umd.edu Dannielle Watkins, 1201B, x59176, dwatkin2@umd.edu proposal-ireap@umd.edu (Judi, Leslie, Dottie, Dannielle) ireap-procure@umd.edu (Leslie, Julie, Julianne, Dannielle)</p>
<p>Procurement</p> <ul style="list-style-type: none"> • Purchasing, Shipping, Julie, Dannielle (Daniels), Julianne (Nano) • Receiving (Julie, Julianne, Dottie, Meredith) • Computer Procurement (Julianne) • Inventory, Asset Management (Dannielle) 	<p>Julie Johnson, 1201A, x57439, jjohns68@umd.edu Julianne Short, 1201C, x55029, jmshort@umd.edu Dannielle Watkins, 1201B, x59176, dwatkin2@umd.edu</p>
<p>Payroll and Benefits</p>	<p>ireap-hr@umd.edu (Dannielle)</p> <p>Dannielle Watkins, 1201B, x59176, dwatkin2@umd.edu</p>
<p>Visas and Foreign Visitors (AVW/ERF)</p>	<p>Dannielle Watkins, 1201B, x59176, dwatkin2@umd.edu</p>
<p>Administrative Support</p> <ul style="list-style-type: none"> • Photos, Bulletin Board, Digital Display • Listserv Management, IREAP Webpages • Keys, Card Swipe Access, Office Supplies • Scanner Authorization, Telephones • Latex Scientific Coding • Proposal Preparation, Laboratory Signs 	<p>Dorothea (Dottie) Brosius, 1202R, x54955, dbrosius@umd.edu</p>
<p>Director's Office</p> <ul style="list-style-type: none"> • Event Planning, Publicity, Scheduling • Conference Room Reservations • Faculty Promotions and Appointments • Travel, Honorariums, Publication Fees • Membership Fees, Paycheck Distribution • Purchasing Office Furniture • Name Signs and Graphics 	<p>Meredith Pettit, 1201H, x54951, mpettit1@umd.edu</p>
<p>Travel</p> <ul style="list-style-type: none"> • Travel for visitors and hourly personnel 	<p>ireap-travel@umd.edu for general questions and assistance (Meredith, Leslie)</p> <p>ALL travel must be done in CONCUR: https://ter.ps/concur Help Desk Aids: https://purchase.umd.edu/travel/concur/concur-help-center</p>
<p>NanoCenter Support</p> <ul style="list-style-type: none"> • Account Management, Purchasing • Travel, Event Support 	<p>Julianna Short, 1201C, x55029, jmshort@umd.edu</p>

Parking <ul style="list-style-type: none"> • Parking for Faculty, Staff, and Visitors • After Hour Parking 	<hr/> ireap-parking@umd.edu Meredith Pettit, 1201H, x54951, mpettit1@umd.edu
Computing <ul style="list-style-type: none"> • Computer Support, Printer Problems • Hardware and Software Support • Conference Room Audio Visual Equipment 	EIT Help Desk, 0123 Martin Hall, x51634 eit-help@umd.edu
Machine Shop Access and Training	Nolan Ballew, ERF 0121, x58929, nballew@umd.edu
Renovations, Technical Assistance, Safety <ul style="list-style-type: none"> • Construction, Facilities Modifications • Lab Equipment Integration/Installation • Safety, Technical Consultation 	Bryan Quinn, AVW 1339 bquinn@umd.edu
Building Systems, Facilities Maintenance <ul style="list-style-type: none"> • Heating, Air Conditioning • Housekeeping, Light Fixtures • Electrical Receptacles • Bathroom, Plumbing, Elevator 	Facilities Management, Work Control, x52222 facilitieservice.umd.edu
Campus Police	umpd@umd.edu , 301-405-5333
Transportation Services	transportation.umd.edu , 301-314-3687 (DOTS) 8056 Regents Drive, Bldg. 202
Engineering Copy Center <ul style="list-style-type: none"> • Poster printing 	eit.umd.edu/services/engineering-copy-center x53875, 1123 Martin Hall