

**Summary: Dietetics and Human Nutrition Business Office Personnel
with Primary and Secondary Responsibilities**

Business Function	Personnel		
	Whitney Rogers	Cordell Costar	Faith Park
Budget Management	Primary/ Approvals		
Checks Handling	Reconciles deposits, back-up to receipt and verification in absence of others	Verifies Deposit, back-up to receive payments	Receives payments, enters deposit
Purchasing	Primary/Approvals/Disbursement Requests	Complex orders, PRD (check requests)	Office supplies, goods receipts, item distribution
Travel Assistance	Business Office Approvals	Primary	Secondary
Human Resources	Primary	eCRT and Personnel Actions (back up only)	
Room and Parking Reservations		Secondary	Primary
Facility Maintenance		Secondary	Primary
Property Inventory	Approvals	Enter item in eBARS and Computer Surplus	Scanning and general Surplus
General Department Support		Secondary	Primary
Dept Chair and DGS Support	Primary		
Mail Distribution		Secondary	Primary
Communications		Primary	

Delivery Address Department of Dietetics and Human Nutrition
 ATTN BUSINESS OFFICE
 160 Funkhouser Drive
 209B Funkhouser Building
 Lexington, KY 40506-0054

Staff Contact Information Whitney Rogers, Business Officer & HR Administrator 859.257.7750 203A Funkhouser Building
 Cordell Costar, Administrative Services Assistant 859.257.7783 204 Funkhouser Building
 Faith Park, Staff Support, STEPS Temp Clerical 859.257.3800 209B Funkhouser Building

Outgoing Mail Codes: 8904 Departmental Mail (charges to 1012005200)
 2665 Campus Kitchen (charges to 1215508760)
 2683 Diabetes Prevention (charges to 3048115391)
 2749 Food as Health Alliance (charges to 1215526400)

Departmental Procard may be checked out from Cordell Costar.