

Business Office Responsibilities in the Department of Dietetics and Human Nutrition

The Department of Dietetics and Human Nutrition is a diverse organization that must fill the three missions of the land grant system. The number of faculty/staff, infrastructure, and support units, including the PNBC Lab, CKUK, Food as Health Alliance, and the RAS Service Center, create a large volume of business activity. To best serve the needs of the faculty/staff and meet our fiduciary responsibilities, the business and faculty/staff support functions need to be carefully dispersed amongst the Business Office staff.

The business and faculty/staff support functions in the department include budget management, purchasing, travel, human resources, conference planning and reservations, facility maintenance and property inventory, mail distribution, faculty/staff support, and departmental communications. Below is a listing of each of these function areas and their various associated tasks, and the primary and secondary key personnel assigned to each function area.

Please continue to send all general correspondence to our shared email: dhnadmin@uky.edu

Budget Management

Primary: Whitney Rogers

- Account management, reconciliations, projections, and corrections of accounting errors for all cost centers and internal or external projects (grants)
- Track salary savings for all faculty and staff
- Track course fees and other allocated balances
- Track invoices and payments related to service center and other income accounts
- Respond to college requests regarding annual budget processes
- Submit information for college's annual AD419
- Maintain all financial records for department and other funds as assigned
- Monthly ledger sheets and other financial reports

Checks and Money Orders

Specific responsibilities are outlined on page 4

- Checks or Money Orders tendered in person may only be received by: Faith Park, Cordell Costar, or Whitney Rogers.
- Please refer to [department cash-handling procedures](#) for the complete process.

Purchasing*

Coordinated between Whitney Rogers, Cordell Costar, and Faith Park

***Approved DHN purchase request required for all purchases, including travel, regardless the amount or funding source**

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|---------------------------------------------------|---|--------------------------------------------------|
| • All personal service contracts | — | Whitney Rogers |
| • Purchase orders over \$10,000 | — | Whitney Rogers |
| • Purchase orders from Ariba | — | Cordell Costar (Faith Park office supplies only) |
| • Procard documentation (assemble documents) | — | Faith Park |
| • Procard documentation (review and upload) | — | Cordell Costar |
| • PRDs/check requests | — | Cordell Costar |
| • Disbursement Requests (wire xfers) | — | Whitney Rogers |
| • Approvals (Concur, PRD and SRM) | — | Whitney Rogers |
| • Goods confirmations | — | Faith Park |
| • Distribution of items received | — | Faith Park |
| • Request for Exceptions to Business Procedures | — | Whitney Rogers |
| • Procard Application initiation/processing | — | Whitney Rogers |
| • Declining Balance or Western Union Applications | — | Whitney Rogers |
| • DB Procard and WU monthly reconciliations | — | Whitney Rogers |

Travel Assistance

Primary: Cordell Costar

Secondary: Faith Park

***Approved DHN purchase request required for all purchases, including travel, regardless the amount or funding source**

- Assistance with Concur Travel Request
- Assistance with Concur Travel Report
- Arranging travel for Official Visitors

Human Resources

Whitney Rogers

**Cordell Costar is back-up in Whitney’s absence

- Initiation of all staff position descriptions (MJR’s)
- Maintain records of all job searches
- Maintain personnel records, payroll, and leave records
- Hiring documentation
- International Office requests
- Faculty effort planning (FES/ EPS) plan initiation
- eCRT payroll prereview**
- HR reconciliations
- Merit evaluation documentation
- Assist department chair as needed
- Enter all personnel/payroll actions**
- Faculty, Staff and Student CDEM records

Meetings, Rooms, and Parking Reservations

Primary: Faith Park

Secondary: Cordell Costar

***(see <https://dhn.ca.uky.edu/about-dhn/departamental-resources> for official request)

- Room reservations within DHN space ***
- Meeting/conference room reservations outside DHN spaces***
- Parking permits for guests

Facility and Equipment Maintenance

Primary: Faith Park

Secondary: Cordell Costar

Email: dhnadmin@uky.edu or call 257.3800

- Work orders for building maintenance and repairs
- Emergent/immediate need for equipment maintenance and/or repair

Property Inventory

Coordinated between Whitney Rogers, Cordell Costar, and Faith Park

- Entering equipment into inventory — Cordell Costar
- Capital Equipment inventory scanning — Faith Park
- Space inventory scanning — Faith Park
- Computer surplus — Cordell Costar
- Minor equipment inventory scanning — Faith Park
- Inventory and Space Annual Report/Approvals — Whitney Rogers

Department Support

Primary: Faith Park

Secondary: Cordell Costar

- Photocopy requests
- Monitor shared email and calendars
- Word processing
- Poster printing
- Key distribution (and lock-outs)

DGS support

Primary: Whitney Rogers

- Assistantship offer letter drafting/distribution
- Fellowship offer letter drafting/distribution
- GSAS entry
- TA database maintenance

Mail Distribution

Primary: Faith Park

Secondary: Cordell Costar

- Organize and prepare outgoing mail and packages (FedEx, UPS, etc.)
- Sort and distribute incoming mail
- Mass mailings

Departmental Communications

Cordell Costar

- Website maintenance
- Maintain listservs
- ITS reporting

**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/Mailing 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.