

# UCR MATH

## Admin Guide

### **MATH FINANCE - [mathfinance@ucr.edu](mailto:mathfinance@ucr.edu)**

**Andrea Yescas, Cathy Munoz, Crissy Ward & Demi Kim**

Our Finance Team works collaboratively and has a backup system in place with the use of the centralized email to assist with the following:

- Purchasing Requests
- Travel Planning/Reimbursements
- Entertainment Reimbursements
- Visitor Accommodations
- Honorariums
- Payroll Issues
- Contracts and Grants
- Proposal Preparation, Projections and Rebudgeting
- Financial Reports
- Non-M/P Academic Personnel (Academic appts, Sabbaticals, Leaves)

### **MATH ADMIN - [mathadmin@ucr.edu](mailto:mathadmin@ucr.edu)**

**Kathryn Aquino, Margarita Roman & Randy Morgan**

Our Admin Team works collaboratively and has a backup system in place with the use of a centralized email to assist with the following:

- Textbook Check Out
- Department Keys
- Exam Print Orders
- General Assignment Classroom Changes
- Graduate Course Room Reservations
- Conference and Event Coordination
- Quarterly Faculty Teaching Assignments
- TA Assignments

### **IT/MEDIA/FACILITIES - [james.marberry@ucr.edu](mailto:james.marberry@ucr.edu)**

James Marberry and the Student Tech Assistant, Alliyah Munir work collaboratively to assist with the following:

- Communication Work Orders
- Copier Machine Issues and Access Codes
- Facility Issues and Work Orders
- Faculty Computer Issues and Replacement
- Online Education Studio Reservations and Issues
- Media & Equipment Issues and Requests
- News and Events Announcements
- Printing Issues & Access Codes
- Projector Requests
- Seminar Room Reservations
- TA Office Hours Scheduling
- Website Updates and Maintenance