

UCR MATH

Admin Guide

2025-2026

MATH FINANCE -mathfinance@ucr.edu

Andrea Yescas, Cathy Munoz, Crissy Ward,
Demi Kim & Melissa Gomez

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, Summer Salary, Leaves)
- Postdoc, Visiting Scholar and Undergrad Hire Requests/Appts.

MATH ADMIN-mathadmin@ucr.edu

Aquino, Margarita Roman, Randy Morgan,
Cathy Munoz & Melissa Gomez

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
- Assist Vice Chair with Quarterly Faculty Teaching Assignments
- Assist Vice Chair with TA Assignments
- TA/GSR Appointment letters

EVENTS-mathevents@ucr.edu

Aquino, Margarita Roman, James Marberry,
Andrea Yescas, Cathy Munoz & Melissa Gomez

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

- Conference and Event Coordination
- Conference/event websites
- Registration Form/Payment Portal Creation
- Logistics (i.e.- catering, parking, venue, posterboards, etc.)
- Budget Development

IT/MEDIA/FACILITIES - mathtech@ucr.edu

James Marberry, Cathy Munoz, & Melissa Gomez

James Marberry and the Student Tech Assistant, Bhagya Patel work collaboratively to assist with the following:

- Communication Work Orders
- Copier Machine/Printer 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
- Seminar Room Reservations
- TA Office Hours Scheduling
- Website Updates and Maintenance