December 1, 2013

TO: J. Scott Angle, Dean and Director  
    College of Agricultural and Environmental Sciences

FROM: Donn Shilling, Department Head  
       Crop and Soil Sciences

The following signatory/approval authority on my behalf is delegated as set forth below.

**Administrative Manager II, Athens (Pamela J. Brown – Depts. 153, 284, 286, 316, 328, 398, 671)**  
  _Process Retire/rehire, statewide_  
  _Classified/temporary staff hires – Athens_  
  _Reclassification Actions – statewide_  
  _Faculty appointment packages_  
  _Promotion/Tenure packages_  
  _EEO forms_  
  _Approve physical plant work orders_  
  _Approve inventory requests_  
  _Approve intra university charges_  
  _Approve leave request for faculty and Administrative Staff that reports directly to him_  
  _Sign Separation notices for all faculty and staff state-wide_  
  _Approve Classification Actions for personnel, statewide_  
  _Approve Request to Fill for all positions, statewide_  
  _Approve Salary Action Requests, statewide_  
  _Backup approver for Business Manager_

**Administrative Assistant II, Athens (Laura Burris - 153, 284 & 671)**  
  _Initiate Check & Purchase Requests, Athens_  
  _Initiate Travel Requests, Athens_  
  _Initiate physical plant work orders_  
  _Initiate request to rent vehicles_  

**Business Manager II, Athens (Georgia Austin - Depts 153, 284, 286, 316, 328, 398 & 671)**  
  _Approve Budget Amendments, state funds, statewide_  
  _PARS data custodian_  
  _Approve check/Purchase Requests, Athens_  
  _P-Card Custodian_  
  _Approve domestic travel for faculty and staff_
Approve physical plant work orders
Approve intra university charges
Approve Gift Transmittal letters, Athens
Approve Journal Vouchers
Approve all Personnels, statewide
Approve Grant Transmittal Forms, statewide
Memorandums of Agreement, statewide
Awards Pending, statewide
Authorize Account Addition/Changes, statewide
Approve International Travel Authorities
Approve leave request for faculty and administrative staff that reports directly to DH
Approve Financial Access
Approve Subcontract Invoices
Backup approver for Administrative Manager

Accounting Associate II, Athens (Angie Wheless -- Depts. 153, 284 & 671)
Initiate Check/Purchase Requests, Athens
Initiate Hourly & Salaried Personnels, Athens
Initiate physical plant work orders
Initiate Budget Amendments
Initiate Journal Vouchers

Staff, Griffin (Jennifer Simmons, Kimberly Hayes, Donna Brown, Mary Flynn - Depts. 316 & 671, specific authorizations for the following are set within the various UGA electronic submission systems)
Personnel packets for new classified staff
Check & Purchase Requests -- staff initiate, accountant approve
Initiate physical plant work orders, Griffin campus
Approve intra university charges
Initiate/Approve Journal Vouchers
Approve Travel Expense Statements (Jennifer Simmons, Donna Brown)

Staff, Tifton -- (Cindy Lahue, Dena Watson, Michelle Pitts, Staci Mullis, Pat Boatner, Evelyn Folds, Jenny Granberry, Cindy Hester - Depts. 328 & 671, specific authorizations for the following are set within the various UGA electronic submission systems)
Personnel packets for new classified staff
Check & Purchase Requests - staff initiate, accountant approve
Initiate physical plant work orders, Tifton campus
Approve intra university charges
Initiate/Approve Journal Vouchers
Approve Travel Expense Statements (Cindy Lahue, Pat Boatner, Jenny Granberry)

cc: William Cheesborough
CRSS Administrative Staff
Miguel Cabrera, REI Athens
Timothy Grey, REI Tifton
Jerry Johnson, REI Griffin