




# The University of Georgia

College of Agricultural and Environmental Sciences  
Department of Crop and Soil Sciences

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