

CANCER BIOLOGY										Primary Responsibility	
Office support staff responsibility matrix updated:										12/14/07	Backup support
Vonda	Tracy	CANB Support	Diane	Toni	Vanessa	Juliet					
							Animal Care Applications				
							Biosketches				
							Budgets/Financial				
							Center Number Requests				
							Financial Planning				
							Grant Applications				
							New Budgets (1275)				
							Budget changes				
							Ba3 Reconciliation, Summary reports				
							G/L Reconciliation (close outs) /Je's				
							E-mail				
							Check requests				
							Coffee Supplies				
							Common Equipment				
							Computer Resource				
							Computer Support				
							File Server Access				
							Internet Home Page				
							Software Installation				
							Consultants/Speakers				
							Copy Machine				
							Access Code				
							Assistance				
							Maintenance				
							Data Entry (Ba3)				
							Distribute Mail				
							Equipment Inventory				
							Order Capital Equipment				
							Assigns Machine Tags				
							Faculty Appointments				
							Fax Machine				
							Financial Reports				
							Graduate Program				
							Assists Course Directors				
							Registration				
							Graduate Award Form				
							Payroll Deduction				
							Student Photo Board				
							Stipend arrangements				

