

**Service Topic Matrix  
Wenatchee TFREC Administration**

	Darla	Megan	Kevin	Backup
Accounts Payable		x		Darla
Blanket Research Support processing			x	Megan
Class and room scheduling		x		Kevin
Wex fuel cards and billing		x		Kevin
Commission Grants Budget Review & Submission			x	CAHNRS Grants
Contracts			x	Darla
Donations/gift processing	x			Kevin
Effort certifications			x	Darla
Employee renewals/FTE changes	x			Christine Cromar
Employment visas	x			International Programs
Expenditure transfers/corrections (nonpayroll)	x		x	CAHNRS Finance
F&A Transfers			x	Darla
FedEx and USPS mailings		x		Kevin
Onsite fuel billing			x	Megan
Funding assignments and changes	x			Christine Cromar
Grant and budget preparation			x	CAHNRS Grants
Incoming and outgoing Mail		x		Kevin
Inventory tracking		x		Darla/Jerry Moreland
Mileage Reports and billing		x		Darla
Monthly budget statements			x	Darla
New employee onboarding/including I-9s	x	x		HRS Approved Rep.
Payroll review/approval			x	Darla
Performance evaluation/annual review processing	x			Kimi Lucas
Personnel issues	x			Kimi Lucas
Position searches & direct appointments	x			Christine Cromar
Post-award grant actions (subbudgets, extensions, close outs, etc.)			x	CAHNRS Grants
Purchase Orders/Requisition requests			x	Megan
Purchasing card reconciliation		x		Darla
Rent collection and receipts		x		Kevin
Revenue and expenditure reports	x		x	CAHNRS Finance
Salary increases/position reclassifications	x			Christine Cromar
Start-up account reconciliations			x	Darla
Time entry and leave request issues	x			Christine Cromar
Travel – Spend Auths and Expense Rpts		x		Darla

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