

**Service Topic Matrix**  
**Wenatchee TFREC Administration**

	Darla	Megan	Kevin	CAHNRS Grants	Backup
Accounts Payable		x			Darla
Blanket Research Support processing			x		Megan
Class and room scheduling		x			Kevin
Comdata cards and billing		x			Kevin
Commission Grants Budget Review & Submission				x	see below
Contracts	x				CAHNRS BC
Effort certifications			x		Darla
Employee visas	x				International Programs
Expenditure transfers/corrections (nonpayroll)	x		x		CAHNRS FA
F&A Transfers			x		Darla
FedEx and USPS mailings		x			Kevin
Fuel billing for onsite fuel purchases			x		Megan
Funding assignments and changes	x				Christine Cromar
Grant and budget preparation				x	see below
Incoming and outgoing Mail		x			Kevin
<i>Inventory tracking</i>		x			Darla/Jerry Moreland
Mileage Reports and billing		x			Darla
Monthly budget statements			x		Darla
New employee onboarding/including I-9s	x				Megan
Payroll review/approval			x		Darla
Performance evaluation processing	x				Chad Kruger
Personnel issues	x				Chad Kruger
Position searches & direct appointments	x				Christine Cromar
Post-award grant actions (subbudgets, extensions, close outs, etc.)			x		Darla
Purchase Orders/payment requests			x		Megan
Purchasing card reconciliation		x			Darla
Reappointments/FTE changes	x				Christine Cromar
Rent collection and receipts		x			Kevin
Revenue and expenditure reports	x		x		CAHNRS FA
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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