

10/25/07

**Division of Environmental Science, Policy and Management (ESPM)  
College of Food, Agricultural, and Natural Resource Sciences**

The ESPM Budget and Finance team supports:

- Entomology
- Fisheries, Wildlife and Conservation Biology
- Forest Resources
- Soil, Water, and Climate

It is essential to retain sufficient supporting documentation to comply with institutional policies, procedures and provide the required audit trail. Please help the accounting staff by ensuring that your documentation is complete before it is submitted.

**Justifications**

- Policy requires complete information: who, what, when, where, why
- If on sponsored funding, specifically state the benefit to the project

**Packing Slips**

- Serve as official documentation that the merchandise ordered was received
- Sign and date to document the item was received
- Submit to accounting staff

**University purchasing cards (ECAR's)**

- Must be completed and returned by the deadline given
- Attach receipts and provide complete justification for purchase(s)
- Purchases must be approved by the supervisor/advisor
  - Sponsored projects require PI approval
- Policy states that delinquent statements may result in deactivation

**Employee reimbursements**

- Reimbursements require supervisor and/or PI approval
  - All Faculty reimbursements require Department Head approval

**Helpful Links:**

- Purchasing Services  
<http://purchasing.umn.edu/>
- U Wide Policy Library  
<http://www.policy.umn.edu/>
- Justification Standards  
[http://process.umn.edu/groups/ppd/documents/jobaid/transaction\\_justification.cfm](http://process.umn.edu/groups/ppd/documents/jobaid/transaction_justification.cfm)

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If you have any questions/concerns about these requirements, please contact:

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Milly Theis, CFANS Director of Finance

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625-7981  
624-3487

ESPM Division Accounting Staff:

**226 Hodson Hall**

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Jessica Barnes  
Principal Accounts Specialist  
ENTO  
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Purchasing cards, employee reimbursements, vendor invoice, and  
PO processing for FWCB and some document processing for

Linda Bieza  
Executive Accounts Specialist  
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Hourly appointment and timesheet entry for all four departments  
ENTO purchasing cards

*TBN*  
Senior Accountant

Pre-award processing for ENTO  
Oversee/manage post awards for ENTO and FWCB  
Approve financial documents for ENTO and FWCB  
Supervision

**442 Borlaug Hall**

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Kitty Omitt  
Principal Accounts Specialist  
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Purchasing cards, employee reimbursements, vendor invoice  
processing for SWAC, contracts for professional services

Salim Karim  
Senior Accountant  
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PO processing  
Pre-award processing for FR  
Oversee/manage post awards for FR and SWAC  
Approve financial documents for FR and SWAC  
Supervision

**115 Green Hall**

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*TBN*  
Principal Accounts Specialist

Purchasing cards, employee reimbursements, vendor invoice, and  
PO processing for FR

**277 Coffey Hall**

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Faculty, P&A, CS appointment entry for all four departments  
Vacation/sick leave entry