

HR & Fiscal Staff Points of Contact

Staff Name	Office Location/Contact Info.	Primary Job Duties	Backup Contact
Angela Gifford P#00015025	NZ-Room 132 Phone: 352-846-1510 Email: angelag4d@ufl.edu	Responsible for managing all fiscal and HR functions within the SFRC; primary point of contact for all non-grant accounts (excluding SHARE)	<i>Dependent upon situation</i>
Chris Peters P#00022981	NZ-Room 119B / Millhopper-Room 004 Phone: 352-846-0100 Email: chris83@ufl.edu	Responsible for all SFRC post-award processing (includes budget transfers, setting up Notice of Awards, signing off on all grant-related purchase orders, closeouts/residual transfers. etc...)	Angela Gifford/Sam Lawson – Post-Award Heather Gavigan - Effort
Heather Gavigan	Millhopper-Room 001 Phone: 352-273-3642 Email: sfrc-effort@ifas.ufl.edu	Responsible for assisting with all SFRC cost sharing and effort reporting processes, primarily the Faculty Assignment Reports; EDIS tracking; FAS receptionist	Chris Peters
Victoria Scaff	NZ-Room 129 Phone: 352-294-3081 Email: sfrc-hr@ifas.ufl.edu	Responsible for all SFRC HR and personnel duties	Angela Gifford
Cindy Love P#00013670	NZ-Room 118A Phone: 352-846-0849 Email: cilove@ufl.edu	Responsible for processing all SFRC travel documents, employee reimbursements, preparing PCard aging report, and responsible for verifying all Travel Pcard charges.	Sam Lawson/Sarah Hernandez
Sam Lawson P#00013111	Millhopper-Room 001 Phone: 352-846-0885 Email: samuel18@ufl.edu	Responsible for processing all SFRC purchase orders and invoices, approving and signing off on all FAS/FRC grant PCard purchases, records retention, and managing vehicle/vessel service center accounts.	Dawnette Lauramore - Purchase Orders/PCards Angela Gifford - Vehicle/Vessel Logs
Dawnette Lauramore P#00014387	NZ-Room 134 / Millhopper-Room 004 Phone: 352-846-1510 Email: dawnette@ufl.edu	Responsible for approving all SFRC non-grant PCard transactions; processing wireless device allowances and processing all SFRC non-PO invoices.	Sam Lawson/Chris Peters - Pcards Sam Lawson/Holly Diaz - Invoices & WDAs
Sarah Hernandez	NZ- Room 120A	Responsible for verifying PCard charges, scanning in all SFRC PCard and monthly report documentation, and assisting with uploading processes.	Sam Lawson/Cindy Love
Alison Short P#000170946	NZ-Room 119A Phone: 352-846-0114 Email: alishort@ufl.edu	Responsible for reconciling all accounts, and approving all SHARE transactions.	Chris Peters/Angela Gifford
Nathan Rushing	Millhopper-Room 005 Phone: 352-273-2202 Email: SFRC-grants@ifas.ufl.edu	Responsible for all pre-award proposal processing and SharePoint administration.	Chris Peters/Angela Gifford/Samuel Lawson
Ashlee Anderson	NZ-Room 119A Email: SFRC-reports@ifas.ufl.edu	Responsible for all uploading processes Sharepoint; assists with reconciliation	Sarah Hernandez - Uploading Alison Short - Reconciliation
Sam Ellsworth	NZ-Room 118A Phone: 352-294-3684 Email: uf-nmfs@ifas.ufl.edu	Responsible for assisting with filing aging reports and vouchering PCard charges	Sarah Hernandez
Staff who also process Fiscal tasks, but work outside of the FISCAL/HR Offices:			
Sarah Negley P#00013263	NZ-Room 136 Phone: 352-846-0850 Email: mlme@ufl.edu	Responsible for processing all SFRC deposits and travel approvals	Victoria Scaff – Deposits Dawnette Lauramore – Travel Approvals
Mendy Allen P#00013248	McCarty B Room G-107 Phone: 352-294-0886 Email: mendywillis@ufl.edu	Responsible for all Fiscal functions for the RTR Program	Angela Gifford
Holly Quillen P#00024247	TAL in Ruskin, FL Phone: 813-671-5230 Email: sammy@ufl.edu	Responsible for all Fiscal functions for the Tropical Aquaculture Lab (TAL) in Ruskin FL	Angela Gifford/Sarah Hernandez