

Staff Name	Office Location/Contact Info.	Primary Job Duties	Backup Contact
Angela Gifford	NZ-Room 132 Phone: 352-846-1510 Email: angelag4d@ufl.edu	responsible for overseeing all administrative, fiscal, HR, and grant (Pre-Award/Post-Award/Effort Reporting) functions within the SFRC. Primary point of contact for all non-grant accounts	<i>Dependent upon situation</i>
Sam Lawson	Bldg 107 Mowry Road Phone: 352-846-0885 Email: samuel18@ufl.edu	responsible for all SFRC post-award processing (includes budget transfers, award modifications, closeouts/residual transfers, etc...); managing pre-award and effort report processes. Processing SFRC purchase orders, approving all grant Pcard purchases, and managing vehicle/vessel service center accounts. Primary point of contact for all grant accounts	Angela Gifford/Nate Rushing - Grants Dawnette Lauramore - Pcards Sarah Hernandez - Purchase Orders
Katelyn Campbell	Bldg 107 Mowry Road Phone: TBD Email: SFRC-effort@ifas.ufl.edu	responsible for assisting with SFRC effort reporting processes, cost sharing, and the Faculty Assignment Reports. Assisting with pre and post award duties as assigned.	Sam Lawson/Nate Rushing
Victoria Scaff	NZ-Room 129 Phone: 352-846-0863 Email: sfrc-hr@ifas.ufl.edu	responsible for SFRC HR and personnel duties	Kim Scotto - Time & Labor Processes / OPS Hires Angela Gifford - All other matters
Hilary Droke	NZ-Room 120A Email: sfrc-hr-asst@ifas.ufl.edu	responsible for assisting with various HR tasks	Victoria Scaff
Cindy Love	NZ-Room 118A Phone: 352-846-0849 Email: cilove@ufl.edu	responsible for processing all SFRC travel documents and for verifying all Travel Pcard charges.	Sarah Hernandez
Sam Ellsworth	NZ-Room 119A Phone: 352-294-3684 Email: sfrc-fiscal-assist@ifas.ufl.edu	Responsible for vouchering Pcards and filing aging reports.	Sarah Hernandez/Dawnette Lauramore
Dawnette Lauramore	NZ-Room 134 / Millhopper-Room 004 Phone: 352-846-0864 Email: dawnette@ufl.edu	Responsible for approving all SFRC non-grant Pcard transactions and their monthly aging reports; processing wireless device allowances; internal billing; and myUF Market requests.	Sam Lawson - Pcards Sarah Hernandez - All Other Matters
Sarah Hernandez	NZ-Room 134 Phone: 352-846-0852 Email: sfrc-fiscal@ifas.ufl.edu	Responsible for verifying PCard charges, processing invoices, out of pocket reimbursements, and journals (excluding vehicle/vessel).	Cindy Love - Out of Pocket Reimbursements Dawnette Lauramore - All Other Matters
Alison Short	NZ-Room 119A Phone: 352-846-0114 Email: alishort@ufl.edu	responsible for managing all SHARE (171 fund) accounts; monitoring REEport setup and annual reporting processes; and reconciling all monthly reports.	Angela Gifford
Nate Rushing	Bldg 107 Mowry Road Phone: TBD Email: sfrc-grants@ifas.ufl.edu	responsible for all pre-award proposal processing and SharePoint administration.	Sam Lawson
Hannah Dewitt	NZ-Room 118A Phone: 352-846-0114 Email: SFRC-reports@ifas.ufl.edu	Responsible for sorting, scanning, and uploading all SFRC fiscal documentation and monthly report documentation into both PeopleSoft and SharePoint; Assist with data entry processes.	Sam Ellsworth
Kim Scotto	NZ-Room 136 Phone: 352-846-0850 Email: kscotto@ufl.edu	Responsible for processing all SFRC deposits, travel approvals, purchase order approvals, HR/Fiscal/Administrative/Grant record retention processes, and all administrative functions for Director's office.	Dawnette Lauramore - Travel/PO Approvals Alison Short - Deposits Angela Gifford - All other matters

Staff who also process Fiscal tasks, but work outside of the FISCAL Office:			
Heather Gavigan	Reed Lab Email: geomatics@ifas.ufl.edu	Responsible for providing fiscal and administrative support to Geomatics	Angela Gifford/Dawnette Lauramore
Holly Quillen	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/Dawnette Lauramore