

Johnson Hall Business Center
 College of Agricultural, Human,
 and Natural Resources
 201 Johnson Hall
 PO Box 646424
 Fax: (509) 335-2421

Johnson Hall Business Center Staff

Cindy Williams Manager 5-3471 cindyw@wsu.edu	Tucson Smith Assistant Manager 5-2826	Mary Kate Alexander 5-2434	Bev Brantner 5-3943	Jeannine Burke 5-3899	Jason Croyle 5-2429	Dori Emerson 5-1075
	Elizabeth Engriser 5-9460	Pat Huggins 5-2910	Pat King 5-1477	Pama Manoranjan 5-2820	Katrina Shelton 5-5779	Vacant

Work Request Emails:

General/Purchasing: bc.johnson@wsu.edu Grants/Contracts: grants.bc.johnson@wsu.edu	Personnel/Temporary Employment: personnel.johnson@wsu.edu Travel: travel.bc.johnson@wsu.edu
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Departments

Apparel Merchandising, Design & Textiles
 Biological Systems Engineering
 Crop & Soil Sciences
 Horticulture
 International Research & Agricultural Development
 Plant Growth
 Plant Introduction
 Plant Pathology
 Graduate Academic Center

Who do I contact for assistance?

A-Z
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Budget Statement Distribution Jason Croyle Jeannine Burke	Gas/ComData Cards Dori Emerson Backup Support: Pat Huggins Tucson Smith	Expense Transfers (corrections) Tucson Smith Jeannine Burke Cindy Williams	Personnel Appointments (non-hourly) Elizabeth Engriser Pama Manoranjan Backup Support: Cindy Williams Tucson Smith	Reimbursements Non-Travel Related Dori Emerson Pat King Backup Support: Pat Huggins	Temporary Employment (hourly) Tucson Smith Elizabeth Engriser Backup Support: Pama Manoranjan
Budget Reconciliation Cindy Williams Dori Emerson Pat Huggins	Grant Account Review/Spending Plans Jeannine Burke Jason Croyle Pat King Katrina Shelton Vacant	International VISA Processing (J-1/H1B) Pama Manoranjan Elizabeth Engriser	Purchasing Requests (CBS/Email) Dori Emerson Pat King Backup Support: Bev Brantner Pat Huggins	Service Center Billings Tucson Smith Cindy Williams	Vehicle Reservations (WSU Motor Pool) Bev Brantner Pat Huggins Backup Support: Dori Emerson
Cash Deposits Tucson Smith Dori Emerson Elizabeth Engriser Cindy Williams	Grant Proposals Subcontracts MOU's Effort Certifications Jeannine Burke, Supervisor Jason Croyle Pat King Katrina Shelton Vacant	Invoice Payments Cindy Williams (off-campus vendors) Tucson Smith (on-campus vendors)	Purchasing Cards/Receipts/Reports Cindy Williams Approver Reconcilers: Dori Emerson Pat Huggins	Shipping/Receiving Mary Kate Alexander Backup Support: Bev Brantner Dori Emerson Pat Huggins	
Central Stores Accounts Tucson Smith Cindy Williams		Payroll Processing/Questions Elizabeth Engriser Pama Manoranjan Tucson Smith		Travel Approval & Reimbursement Processing Bev Brantner Pat Huggins	
Contracts Tucson Smith Jason Croyle Jeannine Burke					

On-line request forms:

Purchasing Requests (CBS): <https://cbs.cahnrs.wsu.edu>
SPARS: <https://webapps.wsu.edu/ais/wsueforms>
Travel Approval: http://cwrtest.cahe.wsu.edu/testeforms/TA_Form.aspx
Travel Reimbursement: <https://webapps.wsu.edu/ais/wsueforms>

More information can be found on our [website:](http://cahnrs-cms.wsu.edu/bc/johnson/Pages/default.aspx)

<http://cahnrs-cms.wsu.edu/bc/johnson/Pages/default.aspx>