

## Food Science Clark Hall Business Center Staff

**Food Science Clark Hall Business Center**  
College of Agricultural, Human,  
and Natural Resources  
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### Departments

Animal Sciences  
Entomology  
Human Development  
School of Economic Sciences  
School of Food Science  
Academic Programs  
Alumni & Friends  
Business & Finance Office  
Computing & Web Resources  
Marketing & Communications  
Office of Research

### Work Request Emails:

<b>General/Purchasing:</b> bc.fsclark@wsu.edu <b>Grants/Contracts:</b> grants.fsclark@wsu.edu	<b>Personnel/Temporary Employment:</b> personnel.fsclark@wsu.edu <b>Travel:</b> travel.fsclark@wsu.edu
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### Who do I contact for assistance?

A-Z ↓

<b>Budget Reconciliation</b> Laura Lee Clark Laura Coughenour Danielle Engelhardt Ben Weller	<b>Expense Transfers (corrections)</b>  Laura Coughenour Karey Strong Ben Weller	<b>International VISA Processing (J-1/H1B)</b>  Amanda Beardslee	<b>Personnel Appointments (non-hourly)</b>  Amanda Beardslee  Backup Support: Karey Strong Ben Weller	<b>Reimbursements Non-Travel Related</b>  Laura Lee Clark Liz Lusby  Backup Support: Ami Libey	<b>Vehicle Reservations (WSU Motor Pool)</b>  Danielle Engelhardt Ami Libey  Backup Support: Liz Lusby
<b>Budget Statement Distribution</b>  Karey Strong Ben Weller	<b>Grant Account Review/Spending Plans</b>  Laura Coughenour Karey Strong Ben Weller	<b>Infoburst Reports CBS Grant Forecast</b>  Karey Strong Ben Weller	<b>Purchasing Requests (CBS/Email)</b>  Laura Lee Clark Liz Lusby  Backup Support: Danielle Engelhardt Ami Libey	<b>Travel Approval &amp; Reimbursement Processing</b>  Danielle Engelhardt Ami Libey	
<b>Cash Deposits</b>  Amanda Beardslee Ami Libey Ben Weller		<b>Invoice Payments</b>  Ami Libey (off campus vendors)  Karey Strong (on-campus vendors)	<b>Purchasing Cards/Receipts/Reports</b>  Karey Strong Approver  Reconcilers: Ami Libey Liz Lusby	<b>Temporary Employment</b>  Amanda Beardslee  Backup Support: Karey Strong Ben Weller	
<b>U/Alcohol Stores iLab Accounts/Approvals</b>  Karey Strong	<b>Grant Proposals Subcontracts MOU's Effort Certifications</b>  Laura Coughenour Ben Weller	<b>Payroll Processing/ Questions</b>  Amanda Beardslee Ben Weller Karey Strong		<b>Service Center Billings</b>  Liz Lusby Karey Strong	
<b>Contracts</b>  Laura Coughenour Karey Strong Ben Weller					

**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](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/fsclark/Pages/default.aspx)  
<http://cahnrs-cms.wsu.edu/bc/fsclark/Pages/default.aspx>