

**Business Office & Academic Operation Guidelines**

- Staff members will be on campus the 1<sup>st</sup> Friday of each month beginning September 3, 2021.
- **For EMERGENCY in-person assistance**, please call **217-333-1849** or **CPSC On-Site Assistance** from **Skype for Business**.
- For non-emergency in-person meetings, please call/email the desired staff member providing a 2-business day notice, if possible.
- For general information visit Department Resources at: <https://croppsciences.illinois.edu/department/business>

**Account Information**

- Visit Funding Sources (CFOAP) at:  
<https://croppsciences.illinois.edu/department/business/funding/>

**Check Drop-Off/Deposit**

- Drop checks off in the Turner Hall Business Office mailbox located in AE-102
- Checks will be deposited weekly

**Human Resources** - Hiring Requests, New Hire Processing, Payroll, VISA

- Contact Linda Kemplin ([kemplin@illinois.edu](mailto:kemplin@illinois.edu))

**Information Technology**

- Email request to [ds-ccsg@illinois.edu](mailto:ds-ccsg@illinois.edu)

**Key Distribution**

- Fill out and return the Key Distribution form located at:  
<https://croppsciences.illinois.edu/department/business/keys/>
- Keys will be placed in faculty mailbox in a marked envelope on Tuesdays and Thursdays

**Mail Distribution**

- Mail will be distributed Tuesdays and Thursdays to TH, PSL, ERML, and NSRL

**P-Card Receipts**

- Scan receipts and send to reconciler
- Purchaser retains original receipt for 5 years plus current year or life of project

**Printing**

- Printing is available in AE-104. Code is 8021

**Purchasing**

- Submit request at:  
<https://croppsciences.illinois.edu/department/business/purchasing/>

**Room Reservations**

- Email request to [cpsc-reservations@illinois.edu](mailto:cpsc-reservations@illinois.edu)
- Please include:
  - Date and Time
  - Purpose
  - Point of Contact
  - Number of People
  - Desired Room

**Shipping**

- Email [cpsc-business-office@illinois.edu](mailto:cpsc-business-office@illinois.edu) for UPS label request (see page 2)
  - UPS shipping label will be created and emailed back to you
- Packages can be dropped off at a UPS location or in Turner Hall by 3:00 p.m. for pickup

**Student Advising**

- Advising will occur both in-person and via Zoom, email, or phone

**T-Card Receipts**

- Traveler/purchaser retains original receipt for 1 year

**Travel**

- Submit request at:  
<https://croppsciences.illinois.edu/department/business/travel/>
- For hotel reservations, 24-hour notice required for making the request.

**Questions**

- For Undergraduate advising, contact Undergraduate Office [ugrad@croppsciences.illinois.edu](mailto:ugrad@croppsciences.illinois.edu)
- For Graduate advising, contact the Graduate Office [grad@croppsciences.illinois.edu](mailto:grad@croppsciences.illinois.edu)
- For everything else, contact [cpsc-business-office@illinois.edu](mailto:cpsc-business-office@illinois.edu)

