



Department of Physiology Business Office Directory

General Business Office email: psiobiz@list.arizona.edu

Task	Staff Contact	Email	Phone	Office Room #
Manage Admin Staff/HR-Consulting-Advising/Contracts/Pcard Liasion/Operations/Building-Facilities Management/Space/Surplus/Finances/Budgets/Donations/Account Reporting/Backup to all business functions	Christine Duddleston	cmeranza@arizona.edu	520-621-4980	MRB 424
Human Resources/DCC/Time Coordinator/Immigration Processing/Leaves/Promotion and Tenure /Career Conversation Coordinator/Faculty Affairs/Faculty hires/New hire onboarding/Talent postings/New hires/Terminations	Denise Carrillo	d yg@arizona.edu	520-626-2826	MRB 0400C3
Reimbursements/Travel Auths/Department Seminar Coordinator/T32 Support/Pcard Reconciliation/Accounts Payable/Accounts Receivable Post Award accounting/Supply Orders/Backup to Grants and Contract Admin and Department Admin	Stephani Schlak	saschlak@arizona.edu	TBD	MRB 0400C7
Department News/Announcements/Faculty Affairs/Visitor/Events/Conf Room Scheduling/Front Office Management/Key Requests/Department Head support/MSMI Administrative support	Jacqueline Laird	laird@arizona.edu	520-626-6511	MRB 0400C2
Department Mail/Front Office Support/Poster Printing/Supply Orders/Surplus/Backup to Business Office	Valentina Guzman - Student Employee	valentinaguzman@arizona.edu	520-626-7642	MRB 0400C4
Post Award Grant Accounting/Accounts Payable/Effort Reports/Compliance/Accounts Receivable/RPPR Support/	Rachel Ramos	rachelramos@arizona.edu	520-626-1785	MRB 0400C6
Undergraduate Program Support: Class Scheduling; Curriculum support; student enrollment	Bertha Corrales	bertha@arizona.edu	520-621-2785	Gittings 0101
Undergraduate Program Support: Office supplies; reimbursements; conf room scheduling; Gittings communications; UG Events; Instructional support	Victor Sinohui	sinohui2509@arizona.edu	520-621-4850	Gittings 0102
Pre-Award Grant Proposals - Submissions	UAHS Res Admin - Lizette Romero/Denise Dudoit	lizzette@arizona.edu or preaward@arizona.edu		
IT/Desktop Support	COM-IT	https://comhelp.arizona.edu/		AHSC Library Floor 2