

## Chart – SOJC & CBSO Contact Information

Category/Question Type	Primary Contact	Secondary Contact
Who to email to submit expense reimbursement requests (no physical receipts)	SOJC Business Email, Cc Josh Buetow	
Who to contact for any travel-related questions	Brian Conley	Josh Buetow
Who to contact for Purchase Orders	SOJC Business Email, Cc Josh Buetow	
Who to contact for questions related to whether or not a contract is needed	Josh Buetow	Angelique Lewis
Who to email to submit contract checklists/W-9s for new contract requests	SOJC Business Email, Cc Josh Buetow	
Who to email for the status on an invoice payment or reimbursement	SOJC Business Email, Cc Josh and Kristin	
Who to contact for grant-related questions (other than SPS)	Josh Buetow	
Who to contact for budget and ASA report questions or consulting	Josh Buetow	Ray Sykes
Who to contact for general business expense policy questions	Josh Buetow	SOJC Business Email
Who to contact for invoices related to accounts receivable (i.e. student groups)	Josh Buetow	Melody Olmsted

## Contact Information

Name	Title	Email	Phone
SOJC Business	CBSO Email Account	<a href="mailto:sojcbusiness@uoregon.edu">sojcbusiness@uoregon.edu</a>	N/A
Ray Sykes	Associate Dean for Administration & Finance	<a href="mailto:rgsykes@uoregon.edu">rgsykes@uoregon.edu</a>	6-2135
Josh Buetow	Manager of Financial Planning & Analysis	<a href="mailto:jbuetow@uoregon.edu">jbuetow@uoregon.edu</a>	6-3806
Shaymond Michelson	Director, Central Business Services Office	<a href="mailto:shaymond@uoregon.edu">shaymond@uoregon.edu</a>	6-2226
Kristin Reagan	Fiscal Coordinator, Central Business Services Office	<a href="mailto:kreagan@uoregon.edu">kreagan@uoregon.edu</a>	6-2076
Brian Conley	Accounting Technician	<a href="mailto:bconley@uoregon.edu">bconley@uoregon.edu</a>	6-3685
Katie Coffin	Accounting Technician	<a href="mailto:kcoffin@uoregon.edu">kcoffin@uoregon.edu</a>	6-2398
Angelique Lewis	Accounting Technician	<a href="mailto:alewis21@uoregon.edu">alewis21@uoregon.edu</a>	6-2056
Mackenzie Thomas	Accounting Technician	<a href="mailto:mthoma10@uoregon.edu">mthoma10@uoregon.edu</a>	6-2076
Gail Tinkham	Operations Coordinator	<a href="mailto:tinkham@uoregon.edu">tinkham@uoregon.edu</a>	6-3561

### **Allen Hall Mailing Address**

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