

**AES BUSINESS SUPPORT  
WHO DOES WHAT?**

<b>BASIS Transactions</b>	
Approves for PHOSPHOR:	
- Wage Rates	Jamie Bentley
- JEs	Elizabeth Auchterlonie
- LABOR transactions	Elizabeth Auchterlonie
- PSB transactions	Elizabeth Auchterlonie
- Travel Foreign	Elizabeth Auchterlonie
- All others	Jeffie Thomas
Approves for PHINEUS:	
- Wage Rates	Jamie Bentley
- XPAY	Elizabeth Auchterlonie
- All others	Josh Boice/Mike Sisco/Bo Chang
Approves for AFLS cost centers AFLSFIN	Cheryl Canfield
Approves for CES cost centers DELAWARE	Liz White
Creates/updates an AES cost center:	
- Grants	Mike Sisco
	Bo Chang
- All others	Jeffie Thomas
	Elizabeth Auchterlonie
	Tina Sexton
Affiliate additions/updates	Jeffie Thomas/Elizabeth Auchterlonie
Add/update a BASIS desk	Jeffie Thomas
<b>BASIS Logistics</b>	
BASIS installation	Tech Team
BASIS training	
Razorbuy questions	Jeffie Thomas
<b>Paper Forms</b>	
Administrative Rights Agreement (PMGS 14-1-1)	Patty Siebenmorgen (send to)
Budget Forms	Karen Love (send to)
	Jeffie Thomas (questions about)

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International Travel Approval	Jeffie Thomas
MV-6 Vehicle Request	Jeffie Thomas
Service Center Application	Jeffie Thomas
<b>Arkansas State Commodity Boards</b>	
Commodity Board Awards/PI issues	Bo Chang/Mike Sisco
Commodity Board meetings	Diana Saffire
<b>Other Information</b>	
Agri Park & DTAS meeting room reservations	Elizabeth Tappana
Background checks/drug testing	Jamie Bentley
Computer hardware/software purchase	Alline Phillips
Data Warehouse Queries	Ava Slinkard / Aaron Rogers
International Travel Data Base	Ava Slinkard / Aaron Rogers
Logo decals for vehicles	Vicki Kelley
Multistate research travel approval (MRF)	Tina Sexton
Outside employment/conflict of interest	Diana Saffire
People Admin	Jamie Bentley
Plant royalties	Tina Sexton
REReport Projects	Vicki Kelley
Animal Health, McIntire Stennis and ABI funding	Tina Sexton
Station bank deposit documentation	Tina Sexton
Vehicle Travel Log Review	Tina Sexton
Who to call when you don't know who to call	Jeffie Thomas