

AES BUSINESS SUPPORT WHO DOES WHAT?

BASIS Transactions

Approves for PHOSPHOR:

- Wage Rates	Jamie Bentley
- JEs	Jeffie Thomas
- LABOR transactions	Jeffie Thomas
- PSB transactions	Jeffie Thomas
- Travel Domestic	Tina Sexton
- Travel Foreign	Jeffie Thomas
- All others	Tina Sexton

Approves for PHINEUS:

- Wage Rates	Jamie Bentley
- XPAY	Jeffie Thomas
- All others	Josh Boice / Mike Sisco / Bo Chang

Approves for AFLS cost centers AFLSFIN Cheryl Canfield

Approves for CES cost centers DELAWARE Shaunta Hudson

Creates/updates an AES cost center:

- Grants	Mike Sisco / Bo Chang
- All others	Jeffie Thomas / Tina Sexton / Vicki Kelley

Affiliate additions/updates Jeffie Thomas

Add/update a BASIS desk Jeffie Thomas

BASIS Logistics

BASIS installation Tech Team

Razorbuy questions Jeffie Thomas / Tina Sexton / Amy Walker

Paper Forms

Administrative Rights Agreement (PMGS 14-1-1) Patty Siebenmorgen (send to)

Budget Forms Karen Love (send to)
Jeffie Thomas (questions about)

International Travel Approval International travel drive

MV-6 Vehicle Request Tina Sexton

Service Center Application Jeffie Thomas

AES BUSINESS SUPPORT WHO DOES WHAT?

Arkansas State Commodity Boards

Commodity Board Awards/PI issues	Bo Chang / Mike Sisco
Commodity Board meetings	Diana Saffire

Other Information

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)	Amy Walker
Outside employment/conflict of interest	Karen Love
People Admin	Jamie Bentley
Plant royalties	Tina Sexton
REReport Projects	Vicki Kelley
Station bank deposit documentation	Amy Walker
Vehicle Travel Log Review	Tina Sexton
Who to call when you don't know who to call	Jeffie Thomas / Tina Sexton