

## **Useful Information for Incoming Faculty & Postdocs**

- Account Numbers  
Laura Hammond, Steward Annex Room 15, lhammond@as.arizona.edu; 621-4463
- Buell's Calendar  
Elsie Gericke, Room N205E, egericke@email.arizona.edu; 621-6082  
Kristi Davenport, Room N205, kdavenport@email.arizona.edu; 621-6524 (if Elsie is out)
- Building Monitor  
Gabe Coronado, Steward Annex Room 27A, coronadg@email.arizona.edu; 304-6880
- Cat Cards  
Student Union Building, Room 142, <http://www.union.arizona.edu>; 626-9162
- Classroom Reservations  
Michelle Cournoyer, Room N204, michelle@email.arizona.edu; 621-2289  
Amanda Morris, Room N204, morrisa1@email.arizona.edu; 621-2288
- Conference Room Reservations  
Kristi Davenport, Room N205, kdavenport@email.arizona.edu; 621-6524  
Kelly Merrill, Room N205, kmerrill@email.arizona.edu; 621-1829  
Elsie Gericke, Room N205E, egericke@email.arizona.edu; 621-6082
- Create Business Cards  
Kristi Davenport, Room N205, kdavenport@email.arizona.edu; 621-6524
- Graduate Program Advisor  
Josh Eisner, Room N414, jeisner@as.arizona.edu; 626-7645
- HR  
Christina Siqueiros, Steward Annex Room 9, christin@as.arizona.edu; 621-2371  
Susan Warner, Steward Annex Room 11, susan@as.arizona.edu; 621-6526
- IT Support  
Paul Hart, Room 357, phart@email.arizona.edu; 626-1582  
Trey Gacon, Room 353A & 353F, fsg3@email.arizona.edu; 621-7654
- Office Keys/Keyless Access  
Michelle Cournoyer, Room N204, michelle@email.arizona.edu; 621-2289
- Office Space & Furniture  
Elsie Gericke, Room N205E, egericke@email.arizona.edu; 621-6082

- Office Supplies  
Amanda Morris, Room N204, morrisa1@email.arizona.edu; 621-2288  
Michelle Cournoyer, Room N204, michelle@email.arizona.edu; 621-2289
- Parking and Transportation  
Parking and Transportation Services, <https://parking.arizona.edu/>; 626-7275
- Proposals  
Jennifer Pierson, Steward Annex Room 13, jpierson@email.arizona.edu; 621-1938
- Reimbursements  
Diana Sigala, Steward Annex Room 1, dianas1@email.arizona.edu; 621-3820
- Set Up Xerox Copier Account  
Amanda Morris, Room N204, morrisa1@email.arizona.edu; 621-2288
- Telescope Information  
Kitt Peak-Bill Wood, bwood@as.arizona.edu; 318-8690  
Mt. Lemmon/Mt. Bigelow-Jim Grantham, jgrantham@as.arizona.edu; 621-7931  
Mt. Graham/VATT-Gary Gray, ggray@as.arizona.edu; 621-8650 & 621-6365
- Telescope Keys  
Carmen Otero, Room 358, oteroc@email.arizona.edu; 621-7659  
Amanda Morris, Room N204, morrisa1@email.arizona.edu; 621-2288  
Michelle Cournoyer, Room N204, michelle@email.arizona.edu; 621-2289
- Telescope Observing & Schedules  
Paul Smith, Room 258, psmith@as.arizona.edu; 621-2779
- Time Sheets  
Miranda Cox, Steward Annex Room 29, mscox@email.arizona.edu; 626-9976  
Jennifer Lundin, Steward Annex Room 1, jlundin1@email.arizona.edu; 621-0045  
(if Miranda is out)
- Travel  
Diana Sigala, Steward Annex Room 1, dianas1@email.arizona.edu; 621-3820
- UA Garage Vehicle Rentals  
Diana Sigala, Steward Annex Room 1, dianas1@email.arizona.edu; 621-3820
- Undergraduate Program Advisor  
Yancy Shirley, Room N310, yshirley@as.arizona.edu; 626-3666
- Website Additions/Updates  
Kristi Davenport, Room N205, kdavenport@email.arizona.edu; 621-6524  
Amanda Morris, Room N204, morrisa1@email.arizona.edu; 621-2288