

## **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  
Mattea Wallace, Room N205, matteasw@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  
Amanda Morris, Room N204, morrisa1@email.arizona.edu; 621-2288  
Michelle Cournoyer, Room N204, michelle@email.arizona.edu; 621-2289
- Conference Room Reservations  
Mattea Wallace, Room N205, matteasw@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  
Mattea Wallace, Room N205, matteasw@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](mailto:morrisa1@email.arizona.edu); 621-2288  
Michelle Cournoyer, Room N204, [michelle@email.arizona.edu](mailto:michelle@email.arizona.edu); 621-2289
- Parking and Transportation  
Parking and Transportation Services, <https://parking.arizona.edu/>; 626-7275
- Poster Printing  
University Libraries, <https://new.library.arizona.edu/visit/print/EDC/large-format>; 621-4863  
Advanced Resource Technology, <https://cals.arizona.edu/art/print.html>; 621-5517
- Grant Proposals  
Jennifer Pierson, Steward Annex Room 13, [jpierson@email.arizona.edu](mailto:jpierson@email.arizona.edu); 621-1938
- Reimbursements  
Diana Sigala, Steward Annex Room 1, [dianas1@email.arizona.edu](mailto:dianas1@email.arizona.edu); 621-3820
- Safety Training  
Chad Bender, Room N508, [cbender@email.arizona.edu](mailto:cbender@email.arizona.edu); 626-8795  
Dale Webb, Room 488, [dwebb@as.arizona.edu](mailto:dwebb@as.arizona.edu); 621-5092
- Set Up Xerox Copier Account  
Amanda Morris, Room N204, [morrisa1@email.arizona.edu](mailto:morrisa1@email.arizona.edu); 621-2288
- Telescope Information  
Kitt Peak-Bill Wood, [bwood@as.arizona.edu](mailto:bwood@as.arizona.edu); 318-8690  
Mt. Lemmon/Mt. Bigelow-Jim Grantham, [jgrantham@as.arizona.edu](mailto:jgrantham@as.arizona.edu); 621-7931  
Mt. Graham/VATT-Gary Gray, [ggray@as.arizona.edu](mailto:ggray@as.arizona.edu); 621-8650 & 621-6365
- Telescope Keys  
Carmen Otero, Room 358, [oteroc@email.arizona.edu](mailto:oteroc@email.arizona.edu); 621-7659  
Amanda Morris, Room N204, [morrisa1@email.arizona.edu](mailto:morrisa1@email.arizona.edu); 621-2288  
Michelle Cournoyer, Room N204, [michelle@email.arizona.edu](mailto:michelle@email.arizona.edu); 621-2289
- Telescope Observing & Schedules  
Paul Smith, Room 258, [psmith@as.arizona.edu](mailto:psmith@as.arizona.edu); 621-2779  
Dennis Zaritsky, Room 328, [dennis.zaritsky@gmail.com](mailto:dennis.zaritsky@gmail.com); 621-6027  
Eiichi Egami, Room 274, [eegami@as.arizona.edu](mailto:eegami@as.arizona.edu); 621-3161  
(Telescope proposal information as well as other observer-related messages are distributed through the mailing list [az\\_astro\\_observer@list.arizona.edu](mailto:az_astro_observer@list.arizona.edu). To be included in this mailing list, send an email to Eiichi Egami).
- Time Sheets  
Miranda Cox, Steward Annex Room 29, [mcox@email.arizona.edu](mailto:mcox@email.arizona.edu); 626-9976  
Jennifer Lundin, Steward Annex Room 1, [jlundin1@email.arizona.edu](mailto: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  
Mattea Wallace, Room N205, matteasw@email.arizona.edu; 621-6524  
Amanda Morris, Room N204, morrisa1@email.arizona.edu; 621-2288