

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 B.	
Who to email to submit travel reimbursement requests (no physical receipts)	SOJC Business Email, Cc Josh B.	
Who to email to submit travel authorization forms	Josh Buetow	Ray Sykes
Who to contact for a Purchase Order – food/meal related	Melody Olmsted	SOJC Business Email
Who to contact for a Purchase Order – non-food/meal related	SOJC Business Email	
Who to contact for questions related to whether or not a contract is needed	Josh Buetow	Katie Coffin
Who to email to submit contract checklists/W-9s for new contract requests	SOJC Business Email, Cc Josh B.	
Who to email for the status on an invoice payment or reimbursement	SOJC Business Email, Cc Josh B.	
Who to contact for grant-related questions (other than SPS)	Josh Buetow	
Who to instruct a UO travel agent to send airfare quotes to for ticketing	Gail Tinkham	Brian Conley
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)	Melody Olmsted	Josh Buetow

Contact Information

Name	Title	Email	Phone
SOJC Business	CBSO Email Account	sojcbusiness@uoregon.edu	N/A
Ray Sykes	Associate Dean for Administration & Finance	rgsykes@uoregon.edu	6-2135
Josh Buetow	Manager of Financial Planning & Analysis	jbuetow@uoregon.edu	6-3806
Shaymond Michelson	Interim Director, Fiscal Coordinator 2	shaymond@uoregon.edu	6-2226
Brian Conley	Accounting Technician	bconley@uoregon.edu	6-3685
Katie Coffin	Accounting Technician	kcoffin@uoregon.edu	6-2398
Cynthia Hiers	Accounting Technician	cynthiah@uoregon.edu	6-3626
Gail Tinkham	Operations Coordinator	tinkham@uoregon.edu	6-3561

Allen Hall Mailing Address

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