

Financial Strategic Services for College of Agricultural Sciences (FSS-CAS) Administrative Contact List
Applied Economics

Updated 9/11/24

Position	Name	Email	Work Schedule
Fiscal Coordinator 2	Angela Born	angela.born@oregonstate.edu	Mon-Thurs 8am-5:30pm; F 8am-12pm
Financial Services Manager	Alyssa Calder	alyssa.calder@oregonstate.edu	Mon-Fri 8am - 5pm

Area	Task	Description	Contact	Contact Information	Additional Resource
Foundation Accounting	Agricultural Research Foundation (ARF)	Monthly ARF reimbursement, quarterly financial reporting, FA index transfer requests, and general inquiries.	Angela Born Charlene Wilkinson (ARF)	angela.born@oregonstate.edu arf@oregonstate.edu	ARF Website
Foundation Accounting	OSU Foundation reporting	Quarterly reporting of OSUF project balances and transaction details.	Angela Born	angela.born@oregonstate.edu	OSUF Contact Information
Foundation Accounting	OSU Foundation reimbursements	Inputting OSUF reimbursements under the unit FSXXXX index for payment approval.	Research, Accounting & Administration (RAA) Office	FSS.Accounting@oregonstate.edu	
Foundation Accounting	OSU Foundation Direct Pay	Submittal of expenses that are not allowable under OSU purchasing policy and must be paid directly by OSUF.	Accounts Payable	Accounts.Payable@oregonstate.edu	
Grant Accounting	PAR forms	Quarterly distribution and inputting of PAR forms.	Research, Accounting & Administration (RAA) Office	FSS.Accounting@oregonstate.edu	
Grant Accounting	Grant reporting and monitoring	Quarterly financial grant reporting. This includes but is not limited to budget monitoring, labor distributions, expense transfers, grant closure, cost share reconciliation, and policy advisement.	Angela Born	angela.born@oregonstate.edu	Grant Reporting System (GRS)
Grant Accounting	Grant proposals	Assistance with grant proposals including budget development and submission.	College of Agricultural Sciences (CAS) Proposals	CAS.Proposals@oregonstate.edu	CAS Research Website
Grant Accounting	Grant administration	This includes but is not limited to finalizing grant agreements, creating grant indices, sponsor reporting and invoicing, sponsor communication, and closing out awards.	Office for Sponsored Research and Award Administration (OSRAA)	OSRAA Contact List	OSRAA Website
Human Resources	BennyHire	Entering Graduate Assistant (GA) positions and approving GA positions.	Angela Born (approves) Unit (enters)	angela.born@oregonstate.edu	BennyHire Log In
Human Resources	Personnel changes	This includes but is not limited to changes to staff appointments, submitting requests for recruitment, changing where an employee is paid, changes to how much an employee is paid.	Angela Born (labor distributions) Unit (submits requests) Human Resources Payroll	angela.born@oregonstate.edu HRSupportServices@oregonstate.edu PayrollServices@oregonstate.edu	Human Resources Website
Procurement	Contracts	Completing the OSU contract template for personal and professional contracts and submitting contract requests in BennyBuy.	Unit (completes) Angela Born (can assist as needed) Procurement Office (can assist as needed)	angela.born@oregonstate.edu Procurement@oregonstate.edu Contract.Services@oregonstate.edu	Contract Services Website
Procurement	Benny Buy	Entering requisitions, approving purchase orders, entering invoices for payment, and approving invoices.	Angela Born (approves requisitions over \$5K) Unit/PI (approves requisitions and invoices) Accounts Payable (invoice entry) Procurement Office (requisition assistance)	angela.born@oregonstate.edu Accounts.Payable@oregonstate.edu Procurement@oregonstate.edu	Procurement Training & Support
Procurement	Credit card (Dept and all T&E credit cards)	Requesting credit cards and submitting reimbursements in Concur.	Travel & Expense Office	Travel@oregonstate.edu	
Procurement	Travel & personal reimbursements	Entering reimbursements and approving reimbursements in Concur.	Travel & Expense Office Unit (enters reimbursements)	Travel@oregonstate.edu	Travel & Expense Resources
Procurement	Vendor assistance	Setting up vendors in the OSU system and troubleshooting vendor issues.	Vendor Maintenance	Vendors@oregonstate.edu	
State Accounting	State Fund reporting	Quarterly financial reporting of the unit and faculty state budget, revenue, and expenses. This includes but is not limited to start-up, salary savings, and mid year adjustments to funding sources.	Angela Born	angela.born@oregonstate.edu	