

FINANCE AND ADMINISTRATION CONTACT LIST

Building and Operations		
Facilities/Building Issues	Operations	Questrom Fix It
Keys/Security Access	Operations	Questrom Fix It
5 th and 6 th floor conference rooms	Gina Ford	Room Reservation Form
Faculty/Staff Lounge	Gina Ford	gford@bu.edu
Mother's Room	Courtney Hudson	HUDSONC@BU.EDU
Copier codes	Carol DeSimone	CCULLATI@BU.EDU
QuestromWorld Directory	Courtney Hudson	HUDSONC@BU.EDU
Course packets	Rich Griffin	RGRIFFIN@BU.EDU
HR and Payroll		
Student employment	Questrom Finance	GSTPAY@BU.EDU
Part Time Faculty Payroll	Marissa Paeglow	MPAEGLOW@BU.EDU
Full Time Faculty Payroll	Marissa Paeglow	MPAEGLOW@BU.EDU
Staff Recruitment	Courtney Hudson	HUDSONC@BU.EDU
Staff Payroll	Courtney Hudson	HUDSONC@BU.EDU
Hiring temporary employees	Courtney Hudson	HUDSONC@BU.EDU
Hiring Research Job Family Roles (Institutes and Special Programs)	Sophie Zschirnt	SOPHIEZ@BU.EDU
Finance		
Shopping Carts	Carol DeSimone	CCULLATI@BU.EDU
ISR's/FSR's	Carol DeSimone	CCULLATI@BU.EDU
Disbursement	Carol DeSimone	CCULLATI@BU.EDU
Credit card slips/cash collection/depositing checks	Carol DeSimone	CCULLATI@BU.EDU
Concur	Montanna Freeman	MLFREEMA@BU.EDU
BU Visa Card	Montanna Freeman	MLFREEMA@BU.EDU
P-card	Montanna Freeman	MLFREEMA@BU.EDU
Journal Entries	Sophie Zschirnt	SOPHIEZ@BU.EDU
Budget tracking	Sophie Zschirnt	SOPHIEZ@BU.EDU
Budget tracking (Institutes and Special Programs)	Sophie Zschirnt	SOPHIEZ@BU.EDU
Grants	Sophie Zschirnt	SOPHIEZ@BU.EDU
Grants (Institutes and Special Programs)	Sophie Zschirnt	SOPHIEZ@BU.EDU
Budget funding	Marissa Paeglow	MPAEGLOW@BU.EDU
Faculty Actions		
Recruitment, Tenure & Promotion, Merit Review, Leaves of Absence/Sabbaticals/Junior Scholar Leaves	Kristen Gallagher	KMGALLAG@BU.EDU
Appointment Administration, Course Planning, Overbases, Visa Support	Ashley Waters	ABWATERS@BU.EDU
Information Technology		
ITS questions/help	Questrom ITS	QUESTROMHELP@BU.EDU
Academic Department Administrative Support		
Academic department administrative support	Academic Department Administrators	QUESTROM-DA-LIST@BU.EDU