

Finance and Administration Contact List

Building and Operations		
Facilities/Building Issues	Cam Phillips	camphil@bu.edu
Keys/Security Access	Cam Phillips	camphil@bu.edu
5 th and 6 th floor conference rooms	Gina Ford	gford@bu.edu
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	Amy Mendez	AMENDEZ@bu.edu
Part Time Faculty Payroll	Amy Mendez	AMENDEZ@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	Amy Mendez	AMENDEZ@bu.edu
Hiring Research Job Family Roles (Institutes and Special Programs)	Montanna Freeman	MLFREEMA@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	Katie Chipman	KCC@bu.edu
Budget tracking	Katie Chipman	KCC@bu.edu
Budget tracking (Institutes and Special Programs)	Montanna Freeman	MLFREEMA@bu.edu
Grants	Katie Chipman	KCC@bu.edu
Grants (Institutes and Special Programs)	Montanna Freeman	MLFREEMA@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