Business Office & Academic Operation Guidelines

- Staff members will be on campus the 1st Friday of each month beginning September 3, 2021.
- **For EMERGENCY in-person assistance, please call 217-333-1849 or CPSC On-Site Assistance from Skype for Business.**
- For non-emergency in-person meetings, please call/email the desired staff member providing a 2-business day notice, if possible.
- For general information visit Department Resources at: [https://cropsciences.illinois.edu/department/business](https://cropsciences.illinois.edu/department/business)

**Account Information**
- Visit Funding Sources (CFOAP) at: [https://cropsciences.illinois.edu/department/business/funding/](https://cropsciences.illinois.edu/department/business/funding/)

**Check Drop-Off/Deposit**
- Drop checks off in the Turner Hall Business Office mailbox located in AE-102
- Checks will be deposited weekly

**Human Resources - Hiring Requests, New Hire Processing, Payroll, VISA**
- Contact Linda Kemplin (kemplin@illinois.edu)

**Information Technology**
- Email request to ds-ccsg@illinois.edu

**Key Distribution**
- Fill out and return the Key Distribution form located at: [https://cropsciences.illinois.edu/department/business/keys/](https://cropsciences.illinois.edu/department/business/keys/)
- Keys will be placed in faculty mailbox in a marked envelope on Tuesdays and Thursdays

**Mail Distribution**
- Mail will be distributed Tuesdays and Thursdays to TH, PSL, ERML, and NSRL

**P-Card Receipts**
- Scan receipts and send to reconciler
- Purchaser retains original receipt for 5 years plus current year or life of project

**Printing**
- Printing is available in AE-104. Code is 8021

**Purchasing**
- Submit request at: [https://cropsciences.illinois.edu/department/business/purchasing/](https://cropsciences.illinois.edu/department/business/purchasing/)

**Room Reservations**
- Email request to cpsc-reservations@illinois.edu
- Please include:
  - Date and Time
  - Purpose
  - Point of Contact
  - Number of People
  - Desired Room

**Shipping**
- Email cpsc-business-office@illinois.edu for UPS label request (see page 2)
  - UPS shipping label will be created and emailed back to you
- Packages can be dropped off at a UPS location or in Turner Hall by 3:00 p.m. for pickup

**Student Advising**
- Advising will occur both in-person and via Zoom, email, or phone

**T-Card Receipts**
- Traveler/purchaser retains original receipt for 1 year

**Travel**
- Submit request at: [https://cropsciences.illinois.edu/department/business/travel/](https://cropsciences.illinois.edu/department/business/travel/)
- For hotel reservations, 24-hour notice required for making the request.

**Questions**
- For Undergraduate advising, contact Undergraduate Office ugrad@cropsciences.illinois.edu
- For Graduate advising, contact the Graduate Office grad@cropsciences.illinois.edu
- For everything else, contact cpsc-business-office@illinois.edu

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
217.333.3420 • cropsciences.illinois.edu
UPS Shipping Label Request

Your name:    Your cell #:                       Your email:
Your PI:    Account #:
Send shipment to:   ATTN:
                  Company:
                  Address:

City:                            State or Country:                      Zip:                Phone (if available):

Weight in pounds-round up to the next whole number, example 7.4 = 8

- Scale is in AE-102.

Dimensions of package (round up as above): (in inches) L ________   W ________ H _________

Service requested: (circle or highlight one): Ground/Next Day Air (arrives by 10:30 am)/Second Day Air

What are you shipping?

Why are you shipping?  Be as descriptive as possible when justifying your purpose. Let us know what, why, and how it relates to the FOPAL you have provided.

If your shipment is UPS international, we also require:

- Recipient’s phone number, email address & value of items in shipment
- International shipments rarely reach their destination the next day.

*If you are shipping multiple packages to the same address, please number the boxes. You will need to provide weight and measurements for each box, if they are different.

#1 Weight:    _______ L ________   W ________ H _________
#2 Weight:    _______ L ________   W ________ H _________
#3 Weight:    _______ L ________   W ________ H _________
#4 Weight:    _______ L ________   W ________ H _________
#5 Weight:    _______ L ________   W ________ H _________