

IBC Central Office Responsibilities

Updated 6/17/15

ACTIVITY	PRIMARY	ROOM NO.	PHONE NO.	"Backup"
Accident Reports	Helen Miller	Clark 285	5-8383	Mike Mortimer
Account Information	Jeff Bowman	Clark 293	5-1958	Beth Toerne
Alcohol Stores Orders	Mary Kittelson	Clark 299	5-0586	
Building Problems (SOS)	Mary Kittelson	Clark 299	5-0586	Helen Miller
Calendar	Beth Toerne	Clark 287	5-8632	
Central Stores Orders	Mary Kittelson	Clark 299	5-0586	Beth Toerne
Conference Room Clark 469	Teresa Beckvold	Clark 467A	5-8382	Helen Miller
Copier Problems	Mary Kittelson	Clark 299	5-0586	Jeff Bowman
Equipment Disposal/Surplus	Helen Miller	Clark 285	5-8383	
Equipment Orders	Jeff Bowman	Clark 293	5-1958	Helen Miller
Federal Express Packages	Mary Kittelson	Clark 299	5-0586	Beth Toerne
Gas Orders	Mary Kittelson	Clark 299	5-0586	Beth Toerne
Immigration/Visas	Helen Miller	Clark 285	5-8383	
Keys	Mary Kittelson	Clark 299	5-0586	Helen Miller
Leave Reporting	Helen Miller	Clark 285	5-8383	
Mail-- Incoming	Mary Kittelson	Clark 299	5-0586	Beth Toerne
Mail -- Outgoing	Mary Kittelson	Clark 299	5-0586	Beth Toerne
New Employee Orientation	Helen Miller	Clark 285	5-8383	
Payroll	Beth Toerne	Clark 287	5-8632	Jeff Bowman
Personnel - salaried	Helen Miller	Clark 293	5-1958	Jeff Bowman
Personnel - timeslip	Beth Toerne	Clark 287	5-8632	Jeff Bowman
Phone Problems	Mary Kittelson	Clark 299	5-0586	Helen Miller
Reprints	Helen Miller	Clark 285	5-8383	
Seminar Series	Teresa Beckvold	Clark 467A	5-8382	Helen Miller
Purchasing				
Alcohol Stores	Mary Kittelson	Clark 299	5-0586	Beth Toerne
Central Stores	Mary Kittelson	Clark 299	5-0586	Beth Toerne
Equipment Orders - Prep	Mary Kittelson	Clark 299	5-0586	Jeff Bowman
Equipment Orders - Auth	Jeff Bowman	Clark 293	5-1958	Helen Miller
Gas	Mary Kittelson	Clark 299	5-0586	
Meals	Mary Kittelson	Clark 299	5-0586	
Outside Vendors	Mary Kittelson	Clark 299	5-0586	
On Campus Vendors	Mary Kittelson	Clark 299	5-0586	
Vendor problems	Mary Kittelson	Clark 299	5-0586	
Travel	Beth Toerne	Clark 287	5-8632	Jeff Bowman
Web Updates	Beth Toerne	Clark 287	5-8632	