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*Prepared by: Carol VanderJagt
BMB Accounting Section
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Personnel: BMB Administrative Brochure*

DEPARTMENT

OF

BIOCHEMISTRY & MOLECULAR BIOLOGY

ADMINISTRATIVE OFFICE ACCOUNTING SECTION

**212 BIOCHEMISTRY BUILDING
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**LESLEY REED: 353-4455
LAURIE SECORD: 353-3949
PAT UNGREN: 353-3917
CAROL VANDERJAGT: 353-4469**

ACCOUNTING STAFF

Carol VanderJagt

Administrative Assistant III/S
Room 212 C
Phone #: 353-4469
E-mail: cvander@msu.edu

Carol coordinates the financial and personnel activities of the department. This includes departmental budget planning, personnel projections, review and approval of accounting and personnel expenditures.

Assist the Chairperson with short and long term fiscal planning. Hire, train, evaluate and supervise personnel and accounting staff.

Provide assistance to faculty for Grant & Contract pre and post awards. Oversees all accounts issued to BMB. This includes determining if expenditures are allowable within the University and Grantor guidelines.

Pat Ungren

Accountant I
Room 212 D
Phone #: 353-3917
E-mail: ungren@msu.edu

Pat is responsible for maintaining all accounts issued to BMB on the

Departmental Accounting Program (DEPACT). This includes all operating and personnel expenditures and encumbrances processed. Pat provides monthly reconciliation's to the faculty and administrative staff, for an up-to-date review of their accounts. Assist faculty with grant administration. **Backup for:** *Student and temporary employee processing, 2nd backup for issuing of keys, and requisitions.*

Laurie Secord

Office Assistant III
Room 212
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E-mail: secordl@msu.edu

Laurie provides assistance with equipment and supply requisitions that are placed within the department. She prepares the requisition, processes material returns, and completes billings for BMB facilities. Laurie is responsible for monitoring and issuing keys and access cards for the Biochemistry Building and assists with BPS Building access cards.

Lesley Reed

Office Assistant III
Room 212 D
Phone#: 353-4455
E-mail: reedl@msu.edu

Lesley is the personnel manager for BMB. She will prepare and process all necessary personnel paperwork for employees in BMB. She is instrumental in preparing all VISA paperwork associated with our international employee's for J-1 and H-1B and Permanent Resident VISA applications. Lesley completes student and labor payroll, prepares timesheets, distribution of payroll checks. Employee injury treatment, when an employee is injured here at work, Lesley will complete the authorization for treatment and will follow-up with processing the paperwork that is needed for workers compensation. Lesley also maintains the departmental directory and the photo board located on the 2nd floor. **Backup for:** *Requisitions and issuing of keys.*