

Attachment A

Administrative Support

Please list who will be assisting with Administrative Support and the name of their supervisor. Please note, the person assigned to each task must have the appropriate Banner access and/or the ability to make purchases and complete necessary forms as noted below. If you are not sure if the person has the necessary access, please ask their supervisor.

Supervisor approval will be initiated by the SPO team directly via Adobe Sign

	Need for Project	Administrative Support	Administrative Support Supervisor	Administrative Support Supervisor approval *
Budgets, Transactions and Reports	Yes			
Payroll Adjustments				
Purchasing				
Contracting				
Travel				
Subaward budget monitoring				
JV assistance				