

WORKLOAD ASSIGNMENTS
By Function
OFFICE OF SPONSORED PROGRAMS
 BOX 104135, DURHAM, NC 27708
 Telephone 919-684-5442 Fax 919-684-8377

OSP CONTACT			
WBS ELEMENT	Administrative Manager	Analyst Purchase Requisitions	Specialist
30X XXXX BFR 0xxxxxx to 686020158x	Debra Royster	Brenda Kirk	Elaina Cheek
30X XXXX BFR 686020159x to End	Francene Richardson	Lora Griffiths	Connie Tubiolo
31X XXXX	Leigh Anne Arnold	Angela Williams	Elizabeth Bell
32X XXXX	Leigh Anne Arnold	Angela Williams	Elizabeth Bell
33X XXXX	Kim Vance	Cynthia Alexander	Rachael Culler
34X XXXX	Leigh Anne Arnold	Angela Williams	Elizabeth Bell
35X XXXX	Kim Vance	Cynthia Alexander	Rachael Culler
36X XXXX	Yvonna Mills		
38X XXXX 3000 to 60169 and 6048 to 6056 and 6860505 to End	Kim Vance	Cynthia Alexander	Rachael Culler
38X XXXX 6024 to 6040 and 6064 to 6860503	Rose Wilkerson	Donna Emory	Sylvia Cotton
39X XXXX	Yvonna Mills		
HOSPITAL	Rose Wilkerson	Donna Emory	Sylvia Cotton

SUBJECT	CONTACT
Account Code Requests	Wanda Bell
Administrative & Clerical Expenses	Mary Johnson
Audits	Mary Johnson
Billings & Reports	See above for Administrative Manager
Cost Transfer Only Payroll Forms	Linda Holman/Tara Whitted/Viki Newkirk
Duke Endowment Awards	Yvonna Mills
Effort Certifications	Linda Holman/Tara Whitted/Viki Newkirk
Indirect Costs	See above for Administrative Manager
Monitored Workload	Linda Holman/Tara Whitted/Viki Newkirk
Overdrafts	See above for Administrative Manager
Payments to Duke (Check)	Wanda Bell
Payments to Duke (Wire)	Ginger Huguelet
Periodic Notices	Linda Holman/Tara Whitted/Viki Newkirk
Purchase Requisitions	See above for Analyst
Questionable G/L Accounts	See above for Administrative Manager
Subcontract Payments	Viki Newkirk