Expectations of a PI Designee/Lab Manager for Business office

- Preparing and Submitting requisitions in BEN
- Keeping track of Purchases/Requisitions they have submitted
- Investigating and checking BEN to verify PO's have been received and invoiced. If the PO is not "Finally Closed" email the Grants Manager to have PO finally closed
- Submitting Animal orders
- Reviewing Monthly reports to verify expenses
    - o (ex1. PO's to make sure if the PI was charged the items were received)
    - o (ex2. Making sure PO's were charged to the correct account)
    - o (ex3. Verifying personnel have been charged with the correct effort)if applicable
- Preparing and submitting request of payment forms (C-forms, travel forms etc)