

SPIA Business Services Contact List

spiabusiness@uga.edu

Shelly Terrazas - Finance & Administration Director
706-542-1881

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- Fiscal Affairs
- Human Resources
- IT Services
- Budget Development & Spending Approvals
- Sick & Annual Leave Reporting
- New Employee Onboarding
- Annual Performance Review Process

Lacey Botsford - Business Manager I
706-542-9849

laceyb@uga.edu

- Travel (Authorizations & Expense Reports)
- Payment Requests - Academic Depts
- Financial Reporting to Faculty & Dept Heads
- Scholarships
- Foundation Reporting & Reimbursements
- Training for faculty, staff, students
- Liaison for POLS Faculty

Jessica Dick - Business Manager I
706-542-6633

jedick@uga.edu

- Study Abroad Programs
- Payment Requests – Non-Academic Depts
- Student Organizations
- Inventory/Property Control
- Visas
- Petty Cash
- Liaison for GLOBIS Faculty

Irina Pope - Business Manager I
706-542-2931

poparina@uga.edu

- Payroll
- Hiring - Grad Assistants, Student Workers & Staff
- Time & Absence Approvals
- Terminations
- Relocation Assistance
- Liaison for IA Faculty

Ashley Weed - Business Manager II
706-542-2992

eashleyw@uga.edu

- Guest Reservations & Logistics
- Purchasing - surveys, contracts, other procurement
- PCard use
- Grants – Pre-Award Budget Development
- Grants – Post-Award Accounting
- Liaison for CITS Faculty

Kim Bolen - Executive Assistant to the Dean
706-542-2059

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- Hiring - Faculty
- Signatures from Dean

Rebecca Blakeney - Administrative Specialist I
706-542-9660

rebecca.blakeney@uga.edu

- Liaison for PADP Faculty - travel, expenses, purchasing
- PADP inventory
- PADP telephone rep

Jake Schindler - Information Analyst
706-542-2936

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- Grants - Application Development
- Space Requests
- Visitor Requests