

SPIA Business Services Contact List

spiabusiness@uga.edu

Shelly Terrazas - Finance & Administration Director & HR Liaison

706-542-1881

shelly.terrazas@uga.edu

- 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

Erin Eaton - Business Manager I

706-542-2931

ErinEaton@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

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

Kim Bolen - Executive Assistant to the Dean

706-542-2059

kbolen@uga.edu

- Hiring - Faculty
- Signatures from Dean
- Expense Report assistance

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 – Reports and Data manager

706-542-2936

jacob.schindler@uga.edu

- Grants - Application Development
- Space Requests
- Visitor Requests
- Course & Room Scheduling