

# ESAM STAFF – PRIMARY CONTACT LIST (FOR FACULTY, STAFF)

Contact			
Budget & Financial	Purchases & reimbursements	iBuyNU cart	Elisa
		P-card purchases; Faculty Reimbursements*; Visitor reimbursements	
	Chart of accounts	Reconciliations; Journals; Balance & other basic inquiries	
Student support	Student affairs	Student records management (CAESAR); Graduate recruiting; Course listings	Ted
Outreach & communication	Events	Coordinates room reservations, regular seminars, events planning & visitor arrangements	Ted
	Website	Contents updates	
Facilities	Daily upkeep	Day to day upkeep; Facility reservations; Mail	Ted
All others	All other general inquiries (ex: summer salary; other HR matters; budget; efforts; spacing; general coordination etc.)		Miso

\*Faculty reimbursements : AFF&P (temporarily processed through ESAM)

This form can also be found at <https://www.mccormick.northwestern.edu/applied-math/people/staff.html>