Department Resources Contact Sheet

Building Access

ID Cards

**BMS**: Allison Connally (Allison.Connally@ucf.edu)

*Supervisor emails copy of UCF ID card

**Lake Nona**: David Frosch (David.Frosch@ucf.edu)

*Supervisor emails to request access

Keys

**Lake Nona**: David Frosch (David.Frosch@ucf.edu)

**Main Campus**: Allison Connally (Allison.Connally@ucf.edu)

*Supervisor emails key request with following information:

- Name, Employee ID, Building and Room Number

Traka Boxes

**HPA II/BMS**: Allison Connally (Allison.Connally@ucf.edu)

*Supervisor emails request with employee/student name and approved keys

*Employee/student brings UCF ID card to Allison in HPA II 335B to set up access

Business Cards

**Lake Nona**: Lisa Simcoe (Lisa.Simcoe@ucf.edu)

**Main Campus**: Allison Connally (Allison.Connally@ucf.edu)

*Provide the following information:

- Name, Title, Department/Division, Address, Email, Phone Number, Fax Number (optional)

Conference Room Reservations

Send email to primary location specifying the room(s) you want to book and if IT assistance will be needed. The appropriate staff member will assist with booking the reservation.

*VC = Videoconference Capable

Annex: BMRAREservations@ucf.edu (Maria Windyga 407-882-2250)

- Room 139 (VC – Max. 18)

BMS: BMSReservations@ucf.edu (Shannon Connally 407-823-1312)

- Room 136A (VC – Max. 15)

HPA II: HPAllReservations@ucf.edu (Anders, Chad, or Lisa 407-823-5932)

- Room 307: Lake Nona Satellite Office
- Room 308: Adjunct Satellite Office
- Room 335H: Collaboration Room/Small Conference Room (Max. 10)
• Room 345: Main Conference Room (VC – Max. 40)

**Lake Nona**: [BBSReservations@ucf.edu](mailto:BBSReservations@ucf.edu) (Lisa Simcoe 407-266-7001)

• Room 101L: Admin Suite (VC – Max. 16)
• Room 103: Large Conference Room (VC – Max. 60)
• Rooms 215, 315, and 415: Larger conference rooms (Max. 13)
• Rooms 275, 376, and 475: Smaller conference rooms (Max. 8)

**Videoconference**: The staff member reserving the room(s) will submit the request.

*For additional assistance refer to the contact person at each location

**Door Inserts/Name Plates**

Annex: Maria Windyga ([Maria.Windyga@ucf.edu](mailto:Maria.Windyga@ucf.edu))

BMS: Shannon Connally ([Shannon.Connally@ucf.edu](mailto:Shannon.Connally@ucf.edu))

Lake Nona: David Frosch ([David.Frosch@ucf.edu](mailto:David.Frosch@ucf.edu))

HPA II: Allison Connally ([Allison.Connally@ucf.edu](mailto:Allison.Connally@ucf.edu))

*Provide the following information:

• Name, Title

**Federal Express**

Annex: Maria Windyga ([Maria.Windyga@ucf.edu](mailto:Maria.Windyga@ucf.edu))

BMS: Shannon Connally ([Shannon.Connally@ucf.edu](mailto:Shannon.Connally@ucf.edu))

HPA II: Anders, Chad, or Lisa 407-823-5932

Lake Nona: Lisa Simcoe ([Lisa.Simcoe@ucf.edu](mailto:Lisa.Simcoe@ucf.edu))

*Contact the person in your building for Fed Ex directions or questions.

**Graduate Program**

[BSBSGradAdmissions@ucf.edu](mailto:BSBSGradAdmissions@ucf.edu) – For prospective students/applicants to ask questions and send documents

[BSBSGradForms@ucf.edu](mailto:BSBSGradForms@ucf.edu) – All students must send any forms to this email (except registration forms)

[BSBSGradRegistration@ucf.edu](mailto:BSBSGradRegistration@ucf.edu) – For students to send questions about registration and registration forms

[BSBSGradInfo@ucf.edu](mailto:BSBSGradInfo@ucf.edu) – For questions about anything other than admissions, forms, and registration

**HR-Related Questions**

**Lake Nona**: David Frosch ([David.Frosch@ucf.edu](mailto:David.Frosch@ucf.edu)) 407-266-7126

Main Campus: Allison Connally ([Allison.Connally@ucf.edu](mailto:Allison.Connally@ucf.edu)) 407-823-0978

*To hire someone into a research lab, contact Greg Norris ([Greg.Norris@ucf.edu](mailto:Greg.Norris@ucf.edu)) 407-266-7009

Updated 9/6/17
IT/Facilities

www.portal.biomed.ucf.edu

*Login with UCF email and email password
*For urgent IT problems, call 407-823-2912 or 407-266-7034
*For urgent Facilities problems, call 407-823-1994 or 407-266-7039
*For emergency after-hour issues, contact Joseph Myerson at 407-314-7536

Parking

Annex: No UCF decal required
BMS: UCF decal required
*To use one of the Reserved Spots, contact Shannon Connally (BMS 136) 407-823-1312
HPA II: UCF decal required
*To obtain a Daily Parking Pass for a guest speaker, contact Anders, Chad, or Lisa (HPA II 335) 407-823-5932
Lake Nona: UCF decal required
*Visitor parking spots are only to be used by people not affiliated with UCF

Payroll

BSBSPayroll@ucf.edu
*Please try to avoid emailing timesheets; LAPERs may be emailed

Purchasing

BSOrders@ucf.edu
*Email completed Supply Request Form (SRF)

Reimbursements

Susie Nisavic (Susie.Nisavic@ucf.edu)
*Reimbursements for food:
  - Must have approval or be arranged by Administration
  - The maximum is $50.00 per person including tax and tip
  - The original detailed and credit card receipt are required for reimbursement
  - Please provide the names of all attendees

Travel

Maria Windyga (Maria.Windyga@ucf.edu) 407-882-2250