



Which E-mail Should I Use?



Human Resources Team **AGBusinessCenter@uky.edu**

Business Function Overload Coverage
Cellular Allowance
CNS Updates
Degree Completion
End of Orientation
Faculty Summer Supplement Forms
Local City Tax Forms
Mentor Program Questions
Position Action/Number request forms
Retirement Questions
Supervisor Changes
Student Wage Exceptions
ZPARS

Business Operations Team **CafeAnalysts@uky.edu**

Advance Approvals – (for meals/ refreshments costing \$1,000 or more)
Awards (New Proposals & Changes) Faculty, Staff and Students
Business Procedures/Policy Exceptions (BPE)
Establishment of New (and Maintenance of Existing) Cost Centers, Fund Centers, Funds, Agency Accounts, Department and Org Units, and Plant Funds
Lost Equipment Reports
Procard applications, Editor changes, and requests for Procard limit increases
Single Source Justifications
Systems Security Access (Training Plans for SAP/Tableau)
Vehicle requests