

## Office of Finance and Administration

Staff Name	Title	Room Number	Telephone	Email
John Smolik	Asst. Dean	First floor, 1420	368-6772	<a href="mailto:jws22@case.edu">jws22@case.edu</a>
Cynthia Archibald	Asst. Director	First floor, 1400	368-3258	<a href="mailto:cxa3@case.edu">cxa3@case.edu</a>
Tori Hirsch	Dept. Asst.	First floor, 1400	368-6982	<a href="mailto:vah4@case.edu">vah4@case.edu</a>
James Spence	Equipment Tech	Basement, 140	368-6823	<a href="mailto:SOD_maint@case.edu">SOD_maint@case.edu</a>
Bill Henterly	Equipment Tech	Basement, 140	368-6823	<a href="mailto:SOD_maint@case.edu">SOD_maint@case.edu</a>

If you experience any equipment problems or have questions about any financial or administrative policy or procedure, please refer to the next sheet for information on where to direct your questions or requests.

**Keys for your cubicle** will be distributed by the individual graduate departments. See your department secretary or other designated departmental staff. You will be charged \$10 for a lost key. If you forget your keys, loaner keys are available from James Spence or Bill Henterly with a \$10 refundable deposit.

**To obtain your CASE ID card and to reserve a parking space**, you must take a copy of your completed registration (you will need the Dental School Registrar to print a copy for you after you have registered online) to Access Services, located in Room 18 in the basement of Crawford Hall. **Note to AEGD students** – in lieu of a completed registration, you may take a letter from Dr. Faddoul stating that you are enrolled in a one-year residency at the School of Dental Medicine.

**Doors keys** may be picked up at the Security Desk at the Biomedical Research Building (BRB). **CASE ID is required.** CWRU will charge you \$50 if you lose a building key.

**Lockers** for storing personal effects are available – contact Tori Hirsch. (Note to Ortho students – your department has lockers for your use - contact your department secretary or other designated clinic staff in order to be assigned a locker.)

**University telephones** are not to be used for personal long distance calls.

### Thesis Expenses:

- **Purchasing of thesis supplies** requires a requisition signed by the department chairman and must meet the guidelines of the budget proposal from your thesis protocol. Also, thesis expenses must be approved by the Office of Graduate Studies
- **Anyone using a statistician** should contact Cynthia Archibald before committing to an individual so that the proper payment procedures are followed.