How May We Help You?

VCU POLICE (NON-EMERGENCY): 828-1196
VCU POLICE (EMERGENCY): 828-1234

PURCHASING & RECEIVING: Katherine Francisco (Katherine.Francisco@vcuhealth.org; 827-9923, 3-001).
(1) Email orders to PHYPSPURCH (PHYPSPURCH@vcuhealth.org) with INDEX & VENDOR on subject line;
(2) PHYPSPURCH will reply with P/O when ordered;
(3) On receipt, add RCVD to subject line and reply (paper copies not required)

HUMAN RESOURCES: Jodi Humpage (jodi.humpage@vcuhealth.org; 628-4573, 3-001A or 828-0104, 2 Fl)
Please email her whenever you would like to hire, promote, terminate, or change status (including immigration issues) for a volunteer or employee. University paperwork takes time to process as it travels through many offices for various approvals. Please notify us in ADVANCE. Remember, employment cannot begin until AFTER the person has been fingerprinted and we receive clearance to hire from HR.

CORPCARD: Jodi Humpage (jodi.humpage@vcuhealth.org; 628-4573 (3-001A) or 828-0104 2 Fl)
TIMEKEEPING: Jodi Humpage (jodi.humpage@vcuhealth.org; 628-4573 (3-001A) or 828-0104 2 Fl)
Effort Reporting: Jodi Humpage (jodi.humpage@vcuhealth.org; 628-4573 (3-001A) or 828-0104 2 Fl)
Please take appropriate action in a timely manner when you are notified via email.

TRAVEL MATTERS: Katherine Francisco (Katherine.Francisco@vcuhealth.org; 827-9923, 3-001) will assist with pre approvals and reimbursements. Please add Katherine as a delegate and submit to Jodi Humpage for all approvals in ChromeRiver.

PRE-AWARD: Kathryn Leonard (kathryn.leonard@vcuhealth.org; 628-4573, 3-001A or 628-1088, ORA)
Please advise her and Jodi Humpage (jodi.humpage@vcuhealth.org), well in advance, if you are planning to submit. She will communicate internal deadlines for each grant proposal cycle.

Tamara Barker (tamara.barker@vcuhealth.org; 827-0847). Assists Kate Leonard with pre-awards/

POST-AWARD: Kathryn Leonard (kathryn.leonard@vcuhealth.org; 628-4573, 3-001A or 628-1088, ORA) and Jodi Humpage (jodi.humpage@vcuhealth.org)

GRADUATE PROGRAM: Christina Kyrus (cikyrus@vcu.edu; 828-3221) or Roland Pittman, Carlos Escalante

BUILDING/FACILITY ISSUES: Leslie C. Smith (leslie.smith@vcuhealth.org; 3-038C, 828-9756)

CONF. ROOM SCHEDULE: Leslie C. Smith (leslie.smith@vcuhealth.org; 3-038C, 828-9756)

SEMINARS: Leslie C. Smith (leslie.smith@vcuhealth.org; 3-038C, 828-9756) to include speaker travel and faculty reimbursements through ChromeRiver. Please add Leslie as a delegate.

CHAIR MATTERS & SCHEDULE: Leslie C. Smith (leslie.smith@vcuhealth.org; 3-038C, 828-9756)

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