

# Administrative Responsibilities for Academic Leaders: Additional Resources and Contacts

Academic Leaders session: Aug 16, 2016

Controller's Office webpage: <http://www.co.vt.edu>

Department Business Management Guide: <http://www.cafm.vt.edu/dbmg/index.php>

Controller's Office training opportunities (requires VT login):

[https://secure.hosting.vt.edu/www.controller.vt.edu/Training/Training\\_opportunities/index-training.html?list=dept&details=3&summary=on](https://secure.hosting.vt.edu/www.controller.vt.edu/Training/Training_opportunities/index-training.html?list=dept&details=3&summary=on)

Human Resources Employee Resource Guide (requires login):

<http://www.hrapps.hr.vt.edu/resourceguide/>

Conflict of Interest online training module instructions for access:

[http://www.research.vt.edu/conflict-of-interest/sites/research.vt.edu/conflict-of-interest/files/1\\_vt\\_instructions\\_citi\\_coi.pdf](http://www.research.vt.edu/conflict-of-interest/sites/research.vt.edu/conflict-of-interest/files/1_vt_instructions_citi_coi.pdf)

## ***Additional Contacts:***

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- University Legal Counsel office (for questions regarding Conflict of Interest, or any other issues with potential legal implications)
  - 231-6293
- Becky Saylor, Manager of Fixed Asset Inventory Services (for surplus property or property disposal questions)
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