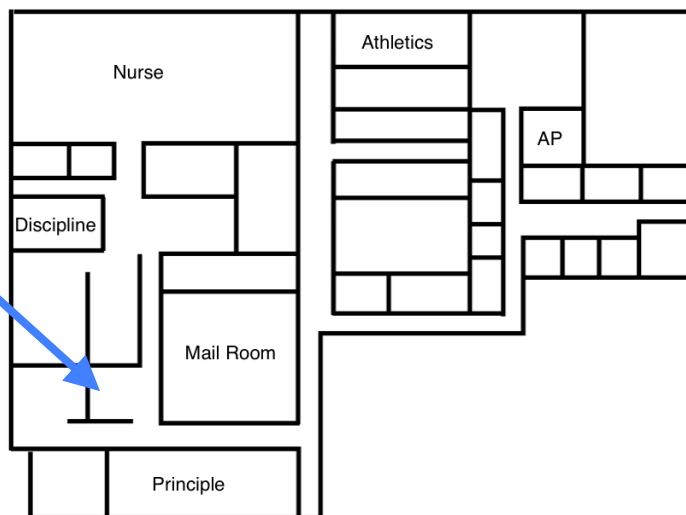




## Sherry Shelley

Receptionist

ext: 4600



### What do you go to **Sherry** for?

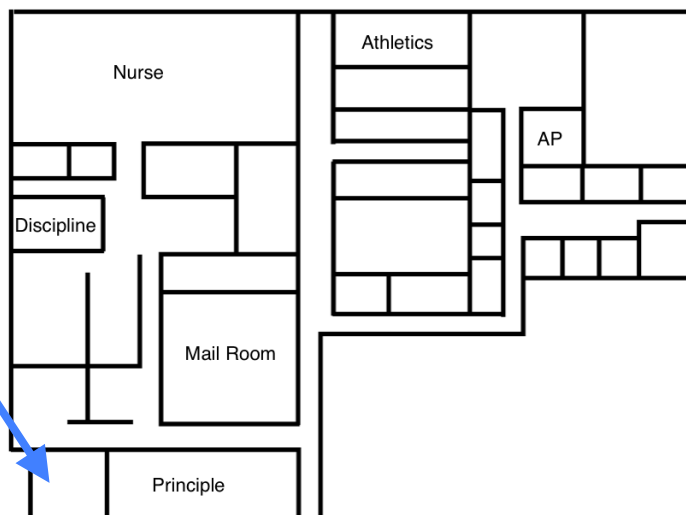
- Office Supplies
- Outgoing District or Postal Mail
- Problems/Questions about Front Office Copier
- Making out of state phone calls.
- To sign yourself out, email Sherry.



## Sophia Quiroz

Admin Assistant

ext: 4603



### What do you go to **Sophia** for?

- Keys
- Swipe card access
- Trip Reduction information
- Turn in Time Off Request Forms
- Guest Speaker Forms
- Email if sick or have unexpected absence. Make sure you enter your absence in AESOP as well.