



I NEED TO...

Handy forms, all in one place.

INDEX: [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [K](#) | [P](#) | [R](#) | [S](#) | [T](#) | [W](#)

A

- ❖ An [APPOINTMENT](#) with the Dean or Associate Dean.

C

- ❖ A [COMPUTER](#) refresh or repair
- ❖ Get a [CONTRACT](#) with a Vendor – SOFTWARE, EQUIPMENT SERVICES, ETC.
- ❖ REPORT a [CONCERN](#) (TITLE IX)
- ❖ Classroom [TECHNOLOGY ASSISTANCE](#)
- ❖ Request a [CAMPUS MOVE](#)

D

- ❖ [DRIVE](#) for University business – PERSONAL VEHICLE USE

E

- ❖ To host an [EVENT](#) with catering and/or a room reservation*

**requests must be submitted at least 18 days prior to the event. Room reservations and university services cannot be guaranteed otherwise.*



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F

- ◆ Request a [FACILITY REPAIR OR SPACE CONCERN](#)
- ◆ Take Students on a [FIELD TRIP](#)

G

- ◆ ACQUIRE a [GIFTCARD](#)

H

- ◆ [HELP](#) with something that is *not on* on this list

K

- ◆ KEY REQUEST – [REQUEST ACCESS TO A ROOM](#)

P

- ◆ [PURCHASE/CHECK REQUEST](#) items from a vendor-
REQUEST FOR GOODS & SERVICES (Supplies, Books,
Classroom Needs)*

** arrangements must be made before vendor is onsite for insurance purposes*

- ◆ Find MORE INFORMATION about my [PAYCHECK](#)
- ◆ [PARKING](#) for a guest / event.



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❖ [PAY AN INDIVIDUAL](#) for services.

❖ Request [PEOPLESOFT ACCESS \(Security\)](#)

** For other PeopleSoft or IT assistance, please submit a [Help Desk Ticket](#)*

❖ [REIMBURSED](#) – BUSINESS EXPENSE CLAIM

❖ [ROOM / MEETING](#) In your email, please include the following:

Dates/Times of meeting, number of attendees, and location preference (conference vs classroom)

** Note, this is for requests that require no additional resources. If additional resources are needed, please fill out the [event request form](#).*

S

❖ Sell items or collect money from [SALES or DONATION](#)

❖ Create a [SOCIAL MEDIA](#)* post

** Great for if you already have content and just need it posted*

❖ [SOCIAL MEDIA](#)* coverage for an event

** If you need support at an event (photos/video)*

T

❖ [TRAVEL](#) for the University

❖ Reimbursed for University [TRAVEL](#)

W

❖ Update information on a [WEBPAGE](#)