



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.*



I NEED TO...

Handy forms, all in one place.

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

** For more information on submitting a request for parking for a guest / event please click [here](#) or email as_coordinator@csuci.edu*



I NEED TO...

Handy forms, all in one place.

❖ PAY AN INDIVIDUAL for services

* For help determining between an employee and independent contractor [VISIT](#)

❖ 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](#). ** Please submit request no later than 7 days prior your room reservation.

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



I NEED TO...

Handy forms, all in one place.

❖ [CLASS/CONFERENCE ROOM](#) Technology Assistance or Training

**Helpful for Hyflex training or other technology issues/concerns.*

W

❖ Update information on a [WEBPAGE](#)