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

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

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❖ [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

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

Training

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

[W](#)

❖ Update information on a [WEBPAGE](#)