I NEED TO…

Handy forms, all in one place.

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

I NEED TO…

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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

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](#)