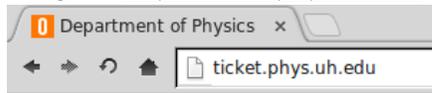


1. Open your browser of choice and go to <http://ticket.phys.uh.edu>



2. To create a new ticket, click on the green "Open a New Ticket" button.



3. From here, you'll be able to pick a topic that you need assistance with. Let's say you would like to file a reimbursement on a purchase you made for your research. Simply click on "Reimbursement / Purchase".
4. Fill out all as much info as possible. Items marked with a red star "*" are required. Once all the information has been entered you can then upload any receipts associated with the purchase.
5. Once done, click on the "Create Ticket" button and the system will create the new ticket for you and notify the appropriate staff to handle. You will receive an email notifying you that the ticket was successfully created. It will also include your ticket number. Please keep the ticket number for future reference.

Please fill in the form below to open a new ticket.

Help Topic: *

Your Information

Email Address: *

Full Name: *

Phone Number: Ext:

Accounting Code

Speed Type:

Ticket Details

Please Describe Your Issue

Issue Summary: *

Issue Details:



Bought an A/C filter. Purpose Benefit

Attachments: home depot.pdf