

**GRADUATE COLLEGE OF SOCIAL WORK
CONTACT INFORMATION**

For general maintenance Issues (AC/HT in office/classrooms, carpet/floor cleaning, Insects, housekeeping) please call: F I X I T (3-4948) and give building (SW 549) and room number.

Who do I contact when I have/need...

Go to

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| Approval for Ordering Computer Equipment (Non-research) | AD for Admin (Raffoul) |
| Approval for Ordering Computer Equipment (Research/HEAF) | AD for Research (Bordnick) |
| Budget Questions | Business Office (M. Christ) |
| Classroom equipment issues | IT Staff (D. Nguyen) |
| Contract Requests (Goods or Services) | Business Office (L. Martinez) |
| Copy Machine Issues (paper jam, out of toner, etc.) | Receptionist (T. Laws) |
| Desktop software Issues (password reset, virus/spyware, etc.) | IT Staff (D. Nguyen) |
| Faculty/Staff Parking Tags, Guest Passes | Business Office (Y. Williams) |
| Hire a new employee/student worker | Business Office (L. Martinez) |
| Inventory Issues (location change, UH tags) | IT Staff (D. Nguyen) |
| Key Issues (new keys, lost keys, forms for keys, etc.) | Business Office (Y. Williams) or AD for Admin (Raffoul) |
| Laptop or projector check-out (on/off campus) | IT Staff (D. Nguyen) |
| Obtain Computer Equipment Quotes | IT Staff (D. Nguyen) |
| Office equipment Issues (computer, printer) | IT Staff (D. Nguyen) |
| Order Supplies | Receptionist (T. Laws) |
| Payroll Questions | Business Office (Y. Williams) |
| Physical Plant Work Orders (moving furniture, heavy trash) | Business Office (M. Christ) or AD for Admin (Raffoul) |

Who do I contact when I have/need...

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Printing/scanning problems, Toner cartridge

IT Staff (D. Nguyen)

Purchase Order Requests *

Business Office (Y. Williams)

Reimbursements/Invoice Payments*

Business Office (Y. Williams)

Reserve Multi-Purpose Room 110J, 110K
or classrooms 107A&B and 231

Receptionist & Outlook (T. Laws)

Reserve Dean's Conference Room

Deans' Office (S. Ewing)

Telecommunication Issues (phone equipment, data ports)

IT Staff (D. Nguyen)

Terminating checklist

Business Office
(Y.Williams/M. Christ)

Travel Approval

AD for Research (Bordnick)

Travel Reimbursements **

Business Office (Y. Williams)

Video-Taping Rooms (Reserving)

Receptionist (T. Laws)

* All reimbursements or requests for payments must be accompanied by a purpose and benefit, (i.e. state how the purchase benefits the university).

** A travel request must be submitted and approved prior to the travel date.

All research requests related to Centers should be directed to the appropriate office staff that manages those grant funds.

As of January 13, 2011
rev. 6/2013