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 …….
Approval for Ordering Computer Equipment (Non-research)	AD for Admin (Raffoul)
Approval for Ordering Computer Equipment (Research/HEAF)	
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 (S. Hernandez)
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 (Y. Williams)
Inventory Issues (location change, UH tags)	IT Staff (D. Nguyen)
Key Issues (new keys, lost keys, forms for keys, etc.)	Business Office (Y. Williams)
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 (S. Hernández)
Payroll Questions	Business Office (Y. Williams)
Physical Plant Work Orders (moving furniture, heavy trash)	Business Office (M. Christ)

Who do I contact when I have/need…	Go to …….
Printing/scanning problems, Toner cartridge	IT Staff (D. Nguyen)
Purchase Order Requests *	Business Office (T. Gates)
Reimbursements/Invoice Payments*	Business Office (T. Gates)
Reserve Multi-Purpose Room 110J, Magner Reading Room 218, or classrooms 107A&B and 110K	Dean's Office (S. Ewing)
Telecommunication Issues (phone equipment, data ports)	IT Staff (D. Nguyen)
Travel Approval	
Travel Reimbursements **	Business Office (T. Gates)

* 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 October 18, 2011