GRADUATE COLLEGE OF SOCIAL WORK
CONTACT INFORMATION

For general maintenance Issues (AC/HT in office/classrooms, light bulbs, carpet/floor cleaning, Insects, housekeeping) please call: FIXIT (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 (Nguyen)
Approval for Ordering Computer Equipment (Research/HEAF)	AD for Research (Torres, L.)
Budget Questions	Business Office (Williams/Christ)
Classroom equipment issues	IT Staff (Nguyen)
Contract Requests (Goods or Services)	Research Center (Martinez)
Copy Machine Issues (paper jam, out of toner, etc.)	Receptionist (Crews)
Desktop software Issues (password reset, virus/spyware, etc.)	IT Staff (Nguyen)
Faculty/Staff Parking Tags, Guest Passes	Business Office (Williams)
Hire a new employee/student worker	Business Office (Williams) or Research Center (Martinez)
Inventory Issues (location change, UH tags)	IT Staff (Nguyen)
Key Issues (new keys, lost keys, forms for keys, etc.)	Requires supervisor and CBA's signature
Laptop or projector check-out (on/off campus)	IT Staff (Nguyen)
Obtain Computer Equipment Quotes	IT Staff (Nguyen)
Office equipment Issues (computer, printer)	IT Staff (Nguyen)
Order Supplies	Receptionist (Crews)
Payroll Questions	Business Office (Williams) or Research Center (Martinez)
Physical Plant Work Orders (moving furniture, heavy trash)	Complete work request in AccessUH

Who do I contact when I have/need…   Go to …….

Approval for Physical Plant Work Orders	Business Office (Christ)
Printing/scanning problems, Toner cartridge	IT Staff (Nguyen)
Purchase Order Requests *	Business Office (Williams/Lindsay)
Reimbursements/Invoice Payments*	Business Office (Williams/Lindsay)
Reserve Multi-Purpose Room 110J, 110K or classrooms 107A&B and 231	Receptionist & Outlook (Crews)
Reserve Dean's Conference Room and Room 345B	Dean's Office (Ewing)
Telecommunication Issues (phone equipment, data ports)	IT Staff (Nguyen)
Terminating checklist	Business Office (Williams/Christ)
Faculty Development Travel Approval	AD for Research (Torres, L.)
Travel Reimbursements **	Process Travel Requests and Expense Reports in Concur

* 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 8/2016