

# UNIVERSITY of HOUSTON

## POLICE DEPARTMENT

DEPOSIT REQUEST SCHEDULE		CALL 713-743-3333	
PREPARER	CALL BY	PREPARER	CALL BY
HEALTH CENTER	08:00 am	Technology 304	12:05 pm
Armistead Optometry 1208 (CO)	08:10 am	Technology 312	12:05 pm
Good Neighbor	08:20 am	*Technology 360	12:05 pm
Nueva CASA	08:20 am	Technology Annex 108	12:05 pm
Moore School of Music 120	09:00 am	*Social Works 208	12:10 pm
TDECU Stadium Winston Band	09:10 am	*Melcher Hall	12:15 pm
Armistead Optometry 2195	09:20 am	Hilton Hotel 102	12:20 pm
Recreation Center 2000E (CO)	09:35 am	*Hilton Hotel 227	12:20 pm
University Center Games- B30E (CO)	09:45 am	ERP1 DAR 110	12:25 pm
Hilton Ground (CO)	09:55 am	ERP1 DAR 136	12:25 pm
Cougar Village 2 S127	10:00 am	ERP1 DAR 120	12:25 pm
<b>CHANGE ORDERS (CO) REQUEST MUST BE SUBMITTED NO LATER THAN 10 AM</b>		*ERP1 DAR 272	12:25 pm
Welcome Center Building	10:05 am	ERP2 112-D	12:25 pm
Athletic Alumni 201	10:15 am	*ERP2 229	12:25 pm
Athletic Alumni 1003	10:15 am	ERP2 230	12:25 pm
*Athletic Alumni 2010	10:15 am	ERP4	12:25 pm
University Satellite 2A	10:20 am	ERP19 100	12:25 pm
Houston Science Center (HSC)	10:20 am	*Ezekiel Cullen	01:00 pm
Science and Research 2	10:25 am	Student Service Center North	01:10 pm
*Science and Research 1	10:25 am	Student Service- Business Dept	01:10 pm
*Agnes Arnold Hall	10:30 am	Fine Arts 100	01:15 pm
A.D. Bruce Religious Center	10:40 am	*Fine Arts 120	01:15 pm
Roy Cullen	10:43 am	Wortham Theatre	01:25 pm
General Services	10:55 am	*Communication	01:30 pm
McElhinney 306	11:00 am	Garrison Gym	01:35 pm
McElhinney 325	11:00 am	*Charter School	01:40 pm
*McElhinney 337	11:00 am	Stadium Parking Garage	01:45 pm
McElhinney 347	11:00 am	Fleming 112	02:05 pm
Heyne 126	11:05 am	Cameron Child Care 154	02:10 pm
*Heyne 128	11:05 am	SERC Bldg	02:15 pm
Farish Hall	11:10 am	Child Care 100	02:20 pm
*MD Anderson 102, 212, 220	11:20 am	Clinical Research Center (CRS) 100	02:25 pm
*Clinical Research Center 1002	11:30 pm	Center for Public Broadcasting 235	02:30 pm
*Cameron 110	11:35 pm		
*Philip Gutherie Hall (PGH)	11:35 pm		
Student Service Center 206, 106	11:40 pm		
Student Service Center 226	11:40 pm		
Law Center 1	11:50 am		
Law Center 5	11:50 am		
*Law Center 30	11:50 am		
Architecture 122	11:55 am		
*Engineering 2 E421	12:00 pm		
Technology 304	12:05 pm		

\*These departments usually have multiple drop -off locations. If your room number is not listed please follow the time listed for your building.

\*\* If your time has passed, please process your request for the next business day. Your transfer request can be placed prior to the above posting, but not after your expected time without prior authorization. Additional pick-ups need pre-approvals. If the request are not entered into SharePoint, the officer will not arrive at your office.

**The timeframe posted is only your designated time to initiate a deposit request, not the expected arrival time of the officer.**

MAPP POLICY (05.01.01) will be enforced to all departments, please verify for compliance purposes prior to submitting your deposit request. (Monetary minimal amount, documented signature approvals and printed journals)

If you do not see your building listed on this spreadsheet, please contact UH Police Dispatch (713) 743-0600 with your deposit request. Email Officer Wilkins at lbroussa@central.uh.edu; so that a time can be assigned for your deposit request.