

**GRADUATE COLLEGE OF SOCIAL WORK  
CONTACT INFORMATION**

**For general maintenance Issues (AC/HT in office/classrooms, light bulbs, carpet/floor cleaning, Insects, housekeeping) please complete a work order using the FIX-IT icon in PASS.**

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

**Go to .....**

Approval for Ordering Computer Equipment (Non-research)	AD for Admin (Nguyen)
Approval for Ordering Computer Equipment (Research/HEAF)	AD for Research (Narendorf)
Budget Questions	Business Office (Williams/Wright)
Classroom equipment issues	IT Staff (Nguyen)
Contract Requests (Goods or Services)	Business Office (Wright)
Copy Machine Issues (paper jam, out of toner, etc.)	IT Staff (Nguyen)
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 (Nuñez)
Inventory Issues (location change, UH tags)	IT Staff (Nguyen)
Key Issues (new keys, lost keys, forms for keys, etc.)	Complete key order in AccessUH
Approval for key requests	Business Office (Wright)
Laptop or projector check-out (on/off campus)	IT Staff (Nguyen/Rodriguez)
Obtain Computer Equipment Quotes	IT Staff (Nguyen/Rodriguez)
Office equipment Issues (computer, printer)	IT Staff (Nguyen/Rodriguez)
Order Faculty Supplies	Records Assoc (Caxton-Martin)
Payroll Questions	Business Office (Wright) or Research Center (Martinez/Nuñez)
Physical Plant Work Orders (moving furniture, heavy trash)	Complete work request in AccessUH

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

Approval for Physical Plant Work Orders

Printing/scanning problems, Toner cartridge

Purchase Order Requests \*

Reimbursements/Invoice Payments\*

Reserve classrooms 229, 231, and other general purpose classrooms

Reserve Dean's Conference Room 210 and Room 345B

Reserve Doctoral Program Rooms 322 and 425

Telecommunication Issues (phone equipment, data ports)

Terminating checklist

Faculty Development Travel Approval

Travel Reimbursements \*\*

Travel related questions

## Go to .....

Business Office (Wright)

IT Staff (Nguyen/Rodriguez)

Business Office (Williams/Holmon) or  
Research Center (Nuñez)

Business Office (Williams/Holmon) or  
Research Center (Nuñez)

Records Assoc (Caxton-Martin)

Dean's Office (Wingfield)

Doctoral Program Academic Advisor (Jahan)

IT Staff (Nguyen/Rodriguez)

Complete in PASS

Dean's Office (Wingfield)

Process Travel Requests and Expense  
Reports in Concur

Business Office (Wright, Williams, Holmon)

\* 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.**

**Revised: 8/2019**