School of Education Procedure FLOWCHARTS
(see email key and phone numbers on the last page)

Campus Prints
Copy Codes
48 Hours Notice Required

Copy Request Form
Faculty Email Request
Receptionist/Desiree

Student Services
Maricela

Copy Codes
Jenny

Facilities
Classrooms/Offices

Classrooms
Receptionist/Desiree

Stev 1078 Suite
Jenny

Offices
Jenny

Guest Parking
Permit Request

Dept Meetings/Lectures
Poonam/Elizabeth ECS

School Special Events
Aidan

Special Projects
Poonam

IT Assistance/Help Desk
Equipment Checkout

Classroom Equipment
IT Help Desk

SoE Office Equipment
Jenny

Equipment Check Out/In
Receptionist/Desiree

Rev. 8/2019
School of Education Procedure FLOWCHARTS
(see email key and phone numbers on the last page)

- **Travel Claims**
  - Faculty/Staff
  - Site Supervisors
  - Staff
  - ALL Travel Claims
    - Jenny

- **Travel Notifications**
  - Supervision
  - Professional Development
  - Field Trips
  - Poonam/Elizabeth

- **Travel Registration**
  - Fees paid with Procard
    - Faculty
    - Staff
    - Special Projects
    - Poonam/Elizabeth ECS

- **Special Projects**
  - Poonam/Elizabeth (ECS)

- **Supervision**
  - Poonam

- **Professional Development**
  - Jenny/Poonam/Elizabeth

- **Field Trips**
  - Poonam/Elizabeth (ECS)

- **Faculty**
  - Poonam/Elizabeth ECS

- **Staff**
  - Jenny

- **Special Projects**
  - Poonam
## Email Addresses & Phone Numbers

<table>
<thead>
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<th>Name</th>
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