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
  - Jenny

- 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
  - Elizabeth

- Special Projects
  - Poonam

IT Assistance/Help Desk
Equipment Checkout

- Classroom Equipment
  - IT Help Desk

- SoE Office Equipment
  - Jenny

- Equipment Check Out/In
  - Receptionist/Desiree
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Key Request
Faculty/Student/Staff

- Faculty Key Request → Poonam/Elizabeth ECS
- Student Key Request → Poonam/Elizabeth ECS
- Staff Key Request
  - New Faculty Offices → Jenny
- Department, Chairs, Faculty → Poonam/Elizabeth ECS
- School Level, Student Services, New Faculty Startup, Equipment → Jenny
- Special Projects, MSTI Chevron, PUERTA, SMTRI → Poonam

Ordering Supplies/Equipment

Projects for Staff/Students

- Scanning → Receptionist/Maricela
- Special Projects
- Miscellaneous → Receptionist/Gayle

ROOM Scheduling
Meetings/Classrooms

- School/Special Projects → Poonam/Elizabeth
- Departments/Faculty
  - Elliott Conference Room → Desiree/Jenny/Elizabeth

Rev. 9/2018
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Travel Claims
Faculty/Staff

- Faculty
- Site Supervisors
- Staff

ALL Travel Claims
Jenny

Travel Notifications
Supervision/Field Trips/
Professional Development

- Supervision
- Professional Development
- Field Trips

Supervision
Poonam

Professional Development
Jenny/Poonam

Field Trips
Poonam/Elizabeth (ECS)

Travel Registration
Fees paid with Procard

- Faculty
- Staff
- Special Projects

Faculty
Poonam/Elizabeth ECS

Staff
Jenny

Special Projects
Poonam

Email Addresses & Phone Numbers

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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</tr>
</thead>
<tbody>
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