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

Key Request
Faculty/Student/Staff

- Faculty Key Request → Jill/Elizabeth ECS only
- Student Key Request → Jill/Elizabeth ECS Only
- Staff Key Request → Jenny

Ordering
Supplies/Equipment

- Department, Chairs, Faculty → Jill/Elizabeth ECS Only
- School Level, Student Services, New Faculty Startup, Equipment → Jenny
- Special Projects, AAAEL, MSTI, SMTRI → Jenny

Projects
for Staff/Students

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

ROOM Scheduling
Meetings/Classrooms

- School/Special Projects → Jill/Jesse
- Departments/Faculty → Jill/Elizabeth ECS Only
- Elliott Conference Room → Jesse/Maricela

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Travel Claims
Faculty/Staff

Faculty
Site Supervisors

ALL Travel Claims
Jenny

Staff

Travel Notifications
Supervision/Field Trips/
Professional Development

Supervision

Jill

Professional Development

Jenny

Field Trips

Receptionist/Elizabeth

Travel Registration
Fees paid with Procard

Faculty

Jill/Elizabeth ECS only

Staff

Jenny

Special Projects

Jenny

Email Addresses & Phone Numbers

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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<td>Gayle Graff</td>
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