

CUSSW FACULTY SUPPORT CENTER

JOB REQUEST FORM

Job requested by: _____ Email Address: _____

Work was submitted on: Date _____ Time _____

By what date do you need this task completed? _____ Priority: High Normal Low

| Please check all that apply: | Detailed Description: |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <ul style="list-style-type: none"><input type="checkbox"/> Fax<input type="checkbox"/> Scan<input type="checkbox"/> Type/Revise<input type="checkbox"/> Order textbooks/coursepacks<input type="checkbox"/> Order desk copy<input type="checkbox"/> Distribute<input type="checkbox"/> Compose/Forward email<input type="checkbox"/> Mail/Fed Ex<input type="checkbox"/> Reserve course materials<input type="checkbox"/> Process travel expense report<input type="checkbox"/> Reserve room<input type="checkbox"/> Conduct online literature search<input type="checkbox"/> Copy<input type="checkbox"/> Access messenger service<input type="checkbox"/> Post notice<input type="checkbox"/> Other | |

To be completed by Faculty Support Center:

Request received: Date: _____ Time: _____

Job assigned to: _____ Date: _____ Time: _____

Faculty Member contacted by: Phone Email Date: _____ Time: _____

Job was completed on: Date _____ Time _____