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Who to Contact for What

Benefits Information	Employee Services 303-860-4200, Opt. 3			
	EmployeeServices@cu.edu			
Book Orders	Submit a request using the Purchase Request Form.			
Business Cards	Visit Printing Services website. You will need a speedtype for payment (consult supervisor).			
Catering Requests	Submit a request using the Purchase Request Form.			
Conference Registration	Submit a request using the Conference Registration Form.			
Contact Information (Update/Change)- <i>includes emergency contact</i>	In the UCD Access Portal, go to CU Resources (if not your homepage already)> CU Resources Home (drop-down menu)> My Info and Pay > My Info .			
Copier Code	SEHDFinance@ucdenver.edu			
Direct Deposit (Update/Change)	Make changes to your direct deposit online. Instructions here.			
Eco-Pass	Parking & Transportation Services 303-556-8385 777 Lawrence Way, 1 st Floor			
Emergency/Crime Reporting	Auraria Campus Police Anschutz Campus Police			
Exam (or Desk) Copies	Faculty personally request exam (desk) copies directly from the publisher.			
Expense Reimbursements *must have prior approval*	SEHDFinance@ucdenver.edu			
ID Card / Badge				

(303)315-6331

Name Tag	To order a name tag, please contact JiNet Hurt (1145), jaNet.Hurt@ucder.wer.edu, 303-315-8965					
Naster Keys	P* Floor - Shakima Anderman (217), Foort deek, and Tech Team (724) **11 <mug>thc/sup> Floor** - JaNet Hurt (1145), Tricia Ball (1143))</mug>	Office Furniture	SNet Hut Gucderver.edu 203-325-8965			
Office Key	Submit a key request to <u>UNet Hundjucdeneer.edu</u> Please provide: Room/Office, # of keys needed, the person's finit and last name, employee ID and a speedtype (only charged if the key is not returned).					
Office Supplies	Partness Response from ¹ / ² Rear - Into sensitions (80) - the trave calorest underweath the maliboxet; also in the 6 [°] from meetingwork space across from the windows of classroom 648 ¹ / ² Rear - Into sensitions and the strate sensition in the wark/colore organic areas means "facility maliboxets (across from 727). \\ ¹ / ² Classroom 649, ¹ / ² Classroo	Parking Garage	Aurata Camput Pasting 1803-556-2003	Parking Passport //pre-paid parking on campus lats at discounted rate// [Parking & Transportation Services \\ 303-556-2003]	Payvoll issues	Faculty, contact Himm: Agena@ucdenver.edu, 302-315-6320 Staff, contact SEND HR, which:r@ucdenver.edu
Room Reservation	[[http://webb.specimew.cd//archive/bab/specimew.cd/], the util have if a use this method to reserve UC 1104, \\ "Phase mean reserve the second second mean reserve the second second These meaning to reserve i rous for comp. preparat or final diserritation/SP/hesis defenses, phase use this link to physical second seco	Stadent Forms	Due Grange, Schnach diperter from, and Special Francess (new solidar of the fort and in to The Stream Electronic signals of the Schnach Allgouines from and the Special Francesson (Francesson Hardon) and the Schnach Schnach Allgouines from and the Special Francesson (Francesson Hardon) and matter (The progress Schnach Allgouines (Schnach Verlage) and the Schnach Matter (The progress Schnach Allgouines (Schnach Verlage) and the Schnach Matter (Schnach Verlage) and the Schnach Verlage) and the Schnach Matter (Schnach Verlage) and the Schnach Verlage) and the Schnach Matter (Schnach Verlage) and the Schnach Verlage) and the Schnach Verlage Matter (Schnach Verlage) and the Schnach Verlage) and the Schnach Verlage Matter (Schnach Verlage) and the Schnach Verlage) and the Schnach Verlage Matter (Schnach Verlage) and the Schnach Verlage) and the Schnach Verlage Matter (Schnach Verlage) and the Schnach Verlage) and the Schnach Verlage Matter (Schnach Verlage) and the Schnach Verlage) and the Schnach Verlage Matter (Schnach Verlage) and the Schnach Verlage) and the Schnach Verlage Matter (Schnach Verlage) and the Schnach Verlage) and the Schnach Verlage Matter (Schnach Verlage) and the Schnach Verlage (Schnach Verlage) and the Schnach Verlage Matter (Schnach Verlage) and the Schnach Verlage (Schnach Verlage) and the Schnach Verlage Matter (Schnach Verlage) and the Schnach Verlage (Schnach Verlage) and t	Fax// Submit a ticket request at	Telephone Ground //ic.a.september //ic.a.september //ic	u
Telephone Number (acquiring)	sehdhelp@ucderver.edu					
	Welt the Resource page from the Office of Information Technology					
LSC 3rd Floor, Suite 360 \\ 303-315-7777 \\ Schedi and ing request	Wet Arguett //l.t.r.teparts for [decouples]// [[[Assess[dev]raphotewer-ski]/Assess[decouples]/endoupleser-ski]] \\ \\ Please //l.t.r.teparts for [decouples]/ \\ \\ [[Assess[]] \\ \\ Decouplese for a set of the	W-4 (Update/Change	Rain chungs to your 164 action in the UCD Access Retail under CQI Resources (may be your homosope already):» CQI Resources Heres (imp Goont munc): My life and My - 184.			

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