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Who to Contact for What 1

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. <i>You will need a speedtype for payment (consult supervisor).</i>
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 <i>*must have prior approval*</i>	SEHDFinance@ucdenver.edu
ID Card / Badge	

(303)315-6331

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