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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)- includes emergency contact	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 th 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 jilliet Hurt (1145), jalliet Hurtijucderver.edu, 203-315-8965					
Master Keys	P* Floor - Shakin Andemon (717), Front deuk, and Tech Team (724) **11-sugs-the/sugs- Floor** - 18Met Hurt (1145), Tricia Ball (1141)	Office Furniture	Milet Hurt Gucdenver edu 103-125-4965			
Office Key	Submit a key request to JAMir. Hurtiflucdenuer.edu Please provide: Room/Office, # of keys needed, the person's first and last name, employee ID and a speedtype (only charged if the key is not returned).					
Office Supplies	For thank injuried from "Filter - the multipoor (GG) - the three cabinets undermath the multiposes; also in the 6" floor meeting work space across from the windows of classroom G48 - by three cabinets undermath the prince cabinet. - by three cabinets undermath the prince cabinets. - by three cabinets undermath the prince cabinets.	Parking Garage	e Auraria Campus Parking (1803) -554-2003	Parking Passport //pre-paid parking on campus lets at discounted rate//[Parking & Transportation Services \\ 303-556-2003[Faculty, contact Mironi Agenaglucidenuer edu, 303-315-6320 Staff, contact SDKD MR, whicheglucidenver edu
Naon Basarution	Land Company and the Delivery Company and the	Student Forms		Technology (Issued) //isculate Computer, Email, Printer, Capier, and Party/ [Salet a Listed request at [[sandheliphicdonver.edu] selnde [phicdonver.edu]].	Telephone (Dunes) //ilar district on the line glophy of working place not ringing. //ilar district on the line glophy of working place not ringing. ([Inter://www.wolenews-ship/fices/office-of-information-benchings]) [Inter://www.wolenews-ship/fices/office-of-information-benchings]] The suppresquences of the line	
Telephone Number (acquiring)	sehdhelpighudenver.edu					
Telephone and Internet Resources	Wait the Resource page from the Office of Information Technology					
LSC 3rd Floor, Suite 360 \\ 303-315-7777 \\ Submit and for remnant	Note Reports ////Line regulate for photocogies///[[[LedesLicervicespiconour.els]/AcadesLicervicespiconour.els]] \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	W-6 (Update/Change	Make changes to your INA ordina in the UCCA Access Rental under CM Resources (may be your framepage already): CM Resources Mores (frag- al Construct): Mig liefs and Pay 2-M-4.			

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