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**Who to Contact for What** ..... 1



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

(303)315-6331

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