The Service Request Forms

There are two types of service request forms: *General & Professional Services* and *Maintenance, Repairs, Rental & Lease*. These forms can be used to create a standing order for a service or for a one time use for a service. These forms are not used for goods or tangible items.

The *General & Professional Services* is used for the following areas:

Architectural & Engineering Services Catering, Food & Entertainment Services Communications & Media-related Services (including Advertising) Construction Services Consulting Services Courier/Mailing/News Clipping services Data Processing, Computer Programming & Software Services Educational or Training Services Financial Services (inc billing&collections) Health-Related Services (incl Medical/Lab . Svcs) Human Services (including Temp. Services) Insurance & Insurance Services Laboratory, Research & Testing Services Legal Services Linen/clothing/uniform/laundry cleaning/rental svcs Printing/Typesetting/Prescription/Forms Services Promotional/graphic design & photographic services Public Works and Related Services (incl. Landscaping & Snow Removal) Security, Fire, Safety & Emergency Services (incl Disaster Document Rec. Svcs.) Transcribing/Translation/Interpreting services

The Maintenance, Repairs, Rental & Lease is used for the following areas:

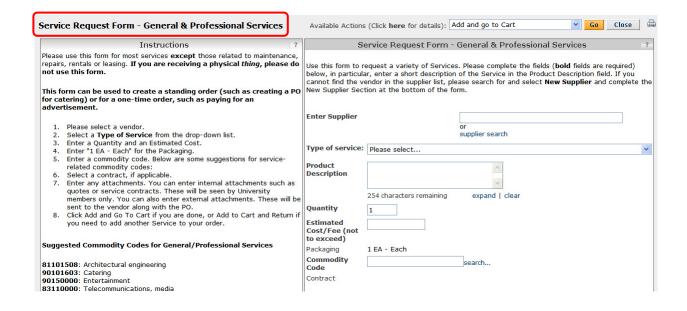
RM -Hospital, Laboratory, And Testing Equipment
NRM -Hospital, Laboratory, And Testing Equipment
RM - Computers, Office And Photographic Equipment
NRM - Computers, Office And Photographic Equipment
RM - Building And Environmental Services Equipment
NRM - Building And Environmental Services Equipment
RM - Automobiles, Trucks, And Other Vehicles
NRM - Automobiles, Trucks, And Other Vehicles
RM - General Equipment
NRM - General Equipment
Rent/Lease-Hospital, Laboratory & Testing Equip
Rent/Lease-Computers & Office Equipment
Rent/Lease-Photo, Printing, Communications Equipment
Rent/Lease-General Equipment (HVAC, Safety Equip.)
Rent/Lease-Real Property

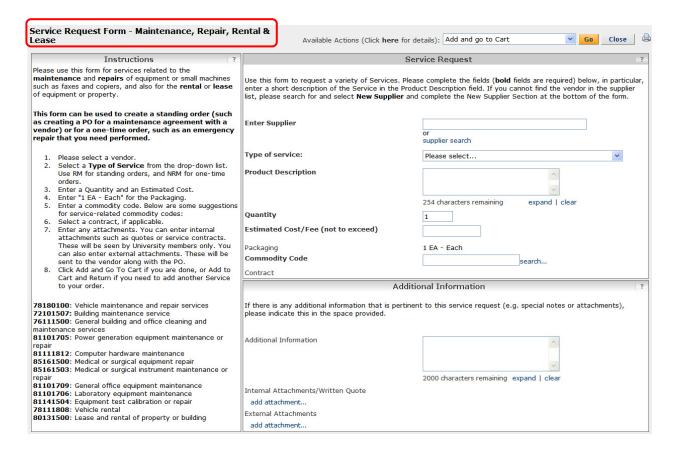
Once you have chosen the form that is needed:

- 1. Read the instructions area on the form
- 2. Enter the supplier in the *Enter Supplier* field
- 3. Select the type of service from the drop down
- 4. Type in a description this is a required field
- 5. (To create a standing order) Type the amount of PO in *Quantity* field*
- 6. Type **1** in *Estimated Cost/Fee* field*
- 7. Fill in the *Commodity Code* field. Codes are located on the left side of the form
- 8. In the Available Actions area the default Add and go to cart is already filled in
- 9. Select Go; the cart will open
- 10. Then follow the steps on *Finalizing The Cart* (a separate cheat sheet)

*Note: For a one time use fill the form out correctly. The quantity goes into quantity and the cost goes into estimated cost.

Service Request Page 1





Service Request Page 2