

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 ; 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 Form - General & Professional Services

Available Actions (Click [here](#) for details):

<p>Instructions ?</p> <p>Please use this form for most services except those related to maintenance, repairs, rentals or leasing. If you are receiving a physical thing, please do not use this form.</p> <p>This form can be used to create a standing order (such as creating a PO for catering) or for a one-time order, such as paying for an advertisement.</p> <ol style="list-style-type: none"> 1. Please select a vendor. 2. Select a Type of Service from the drop-down list. 3. Enter a Quantity and an Estimated Cost. 4. Enter "1 EA - Each" for the Packaging. 5. Enter a commodity code. Below are some suggestions for service-related commodity codes: 6. Select a contract, if applicable. 7. Enter any attachments. You can enter internal attachments such as quotes or service contracts. These will be seen by University members only. You can also enter external attachments. These will be sent to the vendor along with the PO. 8. Click Add and Go To Cart if you are done, or Add to Cart and Return if you need to add another Service to your order. <p>Suggested Commodity Codes for General/Professional Services</p> <p>81101508: Architectural engineering 90101603: Catering 90150000: Entertainment 83110000: Telecommunications, media</p>	<p>Service Request Form - General & Professional Services ?</p> <p>Use this form to request a variety of Services. Please complete the fields (bold fields are required) below, in particular, enter a short description of the Service in the Product Description field. If you cannot find the vendor in the supplier list, please search for and select New Supplier and complete the New Supplier Section at the bottom of the form.</p> <p>Enter Supplier <input type="text"/></p> <p>or supplier search</p> <p>Type of service: Please select... <input type="button" value="v"/></p> <p>Product Description <input type="text"/></p> <p>254 characters remaining <input type="button" value="expand"/> <input type="button" value="clear"/></p> <p>Quantity <input type="text" value="1"/></p> <p>Estimated Cost/Fee (not to exceed) <input type="text"/></p> <p>Packaging 1 EA - Each</p> <p>Commodity Code <input type="text"/> <input type="button" value="search..."/></p> <p>Contract</p>
---	--

Service Request Form - Maintenance, Repair, Rental & Lease

Available Actions (Click [here](#) for details):

<p>Instructions ?</p> <p>Please use this form for services related to the maintenance and repairs of equipment or small machines such as faxes and copiers, and also for the rental or lease of equipment or property.</p> <p>This form can be used to create a standing order (such as creating a PO for a maintenance agreement with a vendor) or for a one-time order, such as an emergency repair that you need performed.</p> <ol style="list-style-type: none"> 1. Please select a vendor. 2. Select a Type of Service from the drop-down list. Use RM for standing orders, and NRM for one-time orders. 3. Enter a Quantity and an Estimated Cost. 4. Enter "1 EA - Each" for the Packaging. 5. Enter a commodity code. Below are some suggestions for service-related commodity codes: 6. Select a contract, if applicable. 7. Enter any attachments. You can enter internal attachments such as quotes or service contracts. These will be seen by University members only. You can also enter external attachments. These will be sent to the vendor along with the PO. 8. Click Add and Go To Cart if you are done, or Add to Cart and Return if you need to add another Service to your order. <p>78180100: Vehicle maintenance and repair services 72101507: Building maintenance service 76111500: General building and office cleaning and maintenance services 81101705: Power generation equipment maintenance or repair 81111812: Computer hardware maintenance 85161500: Medical or surgical equipment repair 85161503: Medical or surgical instrument maintenance or repair 81101709: General office equipment maintenance 81101706: Laboratory equipment maintenance 81141504: Equipment test calibration or repair 78111808: Vehicle rental 80131500: Lease and rental of property or building</p>	<p>Service Request ?</p> <p>Use this form to request a variety of Services. Please complete the fields (bold fields are required) below, in particular, enter a short description of the Service in the Product Description field. If you cannot find the vendor in the supplier list, please search for and select New Supplier and complete the New Supplier Section at the bottom of the form.</p> <p>Enter Supplier <input type="text"/></p> <p>or supplier search</p> <p>Type of service: Please select... <input type="button" value="v"/></p> <p>Product Description <input type="text"/></p> <p>254 characters remaining <input type="button" value="expand"/> <input type="button" value="clear"/></p> <p>Quantity <input type="text" value="1"/></p> <p>Estimated Cost/Fee (not to exceed) <input type="text"/></p> <p>Packaging 1 EA - Each</p> <p>Commodity Code <input type="text"/> <input type="button" value="search..."/></p> <p>Contract</p> <p>Additional Information ?</p> <p>If there is any additional information that is pertinent to this service request (e.g. special notes or attachments), please indicate this in the space provided.</p> <p>Additional Information <input type="text"/></p> <p>2000 characters remaining <input type="button" value="expand"/> <input type="button" value="clear"/></p> <p>Internal Attachments/Written Quote <input type="button" value="add attachment..."/></p> <p>External Attachments <input type="button" value="add attachment..."/></p>
--	---