

CAMPUS CENTER

ADVISOR WORKSHOP SERIES

GREEN FORM/BURGUNDY FORM??
WHICH FORM SHOULD WE USE?

1. Office Space

Office Application
Budget Form

After approval:

Key Request

★ Also: Student Access to Club & Organization Office

Office Appliance Policy

2. Office Account

Deposit Form

Understanding the...

Burgundy Form

★ Private Account

Green Form

★ Student Association

○ Signatures Needed For Both

Petty Cash Request

3. Planning a Program (the forms)

Conferences & Events Application

Importance of checking for the space available

Actual planning will be covered in "Programming"

Publicity Request Form

Request for Copies

Print Shop Order Form

SA Copy Request Form

4. Travel Planning

Travel Planner Booklet

Vehicle Request

Overnight Parking

5. Food

Food Request from ARAMARK

Food Waiver (**must be completed before any food is brought on Campus**)

6. MISC.

Campus Center Job Request is handled through email at SHR_CampCtrOps; cc: Craig Proctor