

Where there is a link to an electronic form provided below, please use this instead of emailing an individual staff person. The forms are created to capture all required information for departmental requests and will route to the primary staff member and an alternate staff member to ensure your request is handled in an efficient manner. Please bookmark these forms for future use.

### **Alarm Codes**

Classrooms on the 2<sup>nd</sup> floor have an alarm panel and may require an alarm code as well as a key to enter. Computer lab classrooms are armed 24/7 and if you teach in one of these rooms you will need an alarm code. You should already have an alarm code assigned, but if not, contact Jennifer Briggs to request an alarm code. For 2118, 2124, and 2125, these rooms are set to disarm at 7:30am and arm at 9:00pm. If you teach an evening class it is helpful to have an alarm code in the event the alarm goes off while you are in class. If you have an alarm code already and you need to disarm the alarm panel, all you do is punch the alarm code into the panel and it will disarm. The light above the key pad will move from a red light to a green light.

**Building Access/Keys** – The PCD/Psychology building is open via the main lobby doors Monday through Friday from 7:00am – 9:00pm and on Saturday from 9:00am – 5:00pm. The side entrance doors on the external stairwell are only open Monday through Friday 7:30am – 6:00pm. Outside of these hours you need to use your ID card to gain access (card swipe is available at the east main lobby glass doors and back service elevator entrance). If you need to have your ID card activated to get into the building after hours or need to order keys to a lab or office space, please fill out the online form located at: <http://psychology.usf.edu/forms/PSYaccess.aspx>.

**Classrooms/Computer Labs** – Please remember to **turn off the projectors** in the second floor classrooms before you leave. The bulbs are extremely costly to replace and turning the lamps off saves us from having to replace the bulbs unnecessarily. Instructions for the projector/document camera/instructor computer are on the instructor podium/desk. If you experience any technical issues it is recommended that you double check to make sure the power is on first and go through the Room Guide provided. If a projector is not responding, wait a few minutes and try again. The projectors have to cool down completely before they can be turned on again. For technical assistance during class, contact IT at [help@usf.edu](mailto:help@usf.edu) or 974-1222.

**Computer Access** – As you recruit assistants to work in your labs you may need to request specific access to lab folders. The same online form for building access is also designed for computer access: <http://psychology.usf.edu/forms/PSYaccess.aspx>.

**Copy Requests (Teaching Materials and Exams)** – **A 48 hour notice is required** for copy requests of teaching materials and exams. **Copy requests must be dropped off in person and cannot be emailed.** For routine classroom materials, copy requests can be dropped off in the mailroom in the basket provided. Make sure you attach a Copy Request Form provided in the mailroom and include any special instructions on the form. Exam Copy Request Forms are located at the front desk in the Business Office (4118). You may turn in your exam copy request to Jessica Lauteria (Staff Assistant), a student worker, or any of the business office staff if no one is present at the front desk. **Do not leave exam copy requests in the mailroom or on the front desk if no one is there.** We are unable to guarantee your copy request will be ready if you do not provide us with a 48 hour notice (a request dropped off on Friday afternoon that is to be done by Monday is not considered 48 hours – we need two business days to complete requests).

### **Copy Requests (Research Related Materials)**

Copy requests for research related materials need to be done through Pro-Copy (<http://www.pro-copy.com>). Research related copying is the responsibility of the faculty member as the department does not have the resources to pay for these services.

### **Equipment**

Please note the department has a process for taking university equipment off campus and for disposal. Please check with Shaine Blanco in the business office before any equipment is taken off campus or for any other changes in location or for disposal.

**Exam Scanning Station** – The scanning station is now located in the Business Office room PCD 4118K. It will be available from Monday to Thursday 8am-5pm, and 8am-3:30pm on Friday. This system is used for scanning exam forms and running exam reports ONLY. Instructors are required to attend a training held once every semester before using and getting access to operate the system.

**Foundation Reimbursements** – Efforts should be made to avoid reimbursement if at all possible, but in the event you need to purchase supplies for brown bags, recruiting events, etc. please remember **the window for requesting reimbursement is 60 days**. Do not save up the receipts to turn in all at once as payment has been denied for receipts submitted beyond the 60 days. Please coordinate with Jennifer Briggs for these types of reimbursement. You will need to provide original receipts, flyers or email announcements, the number of people in attendance, details of the event (date, time location) and a mailing address for the reimbursement check.

**Lab Key Checkout**- The Business Office has keys to 2<sup>nd</sup> & 3<sup>rd</sup> floor faculty labs that are available for undergraduate students to check out during business hours (8 AM-5 PM). Students will now be required to unlock the lab and bring the key directly back to the business office.

**Maintenance Requests** – For routine maintenance requests, please email Jessica Lauteria ([jlauteria@usf.edu](mailto:jlauteria@usf.edu)). You are also welcome to submit your request directly to physical plant at: <http://www.pplant.usf.edu/facnetcustomerweb/>. This form can be used for any routine maintenance requests such as issues with the restrooms, temperature, and requests to have offices/labs cleaned or vacuumed. For any work such as hanging a white board, installing a key lock box, or ordering duplicate file cabinet keys you will need to contact Jennifer Briggs ([jkbriiggs@usf.edu](mailto:jkbriiggs@usf.edu)) as these are requests that require payment and approval prior to the work being done.

**Make-Up Exams**- Make-up exams can be scheduled in the business office: Monday-Friday, 8 AM-11 AM or 1 PM-3 PM. Please coordinate with Jessica Lauteria ([jlauteria@usf.edu](mailto:jlauteria@usf.edu)) beforehand to ensure that she is available.

**Parking** – The first few weeks of the semester brings with it a challenge to find parking behind our building (parking lot 9A – by the duck pond – south side of the PCD/Psychology building). Please plan accordingly as this lot is typically full by 10:00am once classes begin. For those with “E” permits, there is additional parking at the corner of Holly Drive and Laurel Drive in front of the music building. For students with a “S” permit, the Laurel Parking Garage at the corner of Laurel and Holly has designated student parking and is an easy walk to the PCD/Psychology building.

**Room Reservations** – To reserve a room for your thesis/dissertation, lab meeting, brown bag, or other department event, make sure you provide as much notice as possible. The rooms in the building have limited availability once the semester begins and it may take some time to find a room that suits your needs. **\*\*\*IMPORTANT\*\*\* if you are proposing or defending your thesis or dissertation, it is your responsibility to reserve a room as soon as you have finalized the date and time for your proposal/defense.** Room reservations can be made online at: <http://psychology.usf.edu/forms/RoomReservation.aspx>. If you have questions regarding your room reservation contact Jessica Lauteria ([jlauteria@usf.edu](mailto:jlauteria@usf.edu)). PCD3000 (aka the breezeway or fish bowl) should be reserved at least a week in advance. This is a shared space that is available for use by Psychology and CSD and requires more notice than other rooms that are not shared. **The Graduate Teaching Assistant room for office hours is now in PCD4144C.** You can contact Jessica Lauteria ([jlauteria@usf.edu](mailto:jlauteria@usf.edu)) to reserve times for office hours.

**Supply Orders/Purchasing** – **Office supplies must be purchased through Office Depot and computer supplies must be purchased through the USF Computer Store.** If you are purchasing office or computer supplies we strongly recommend going through the College of Arts and Science Business Support Services <http://www.usf.edu/arts-sciences/ross/business-support-services/bss-team.aspx>. BSS understands all the rules and restrictions and you will not have to be out of pocket waiting for reimbursement. If you need to make a purchase yourself and want to be reimbursed in a timely manner, please consult with Jennifer prior to any purchase to ensure reimbursement will be approved by the USF administration. The USF preferred method for purchases is through the USF purchasing card which BSS can assist with. Funding sources can be obtained from the business office either through a Grants Administrator - Sheri Addy ([saddy@usf.edu](mailto:saddy@usf.edu)) or Michelle Jahn ([mmjahn@usf.edu](mailto:mmjahn@usf.edu)) or the Office Manager Jennifer Briggs ([jkbriiggs@usf.edu](mailto:jkbriiggs@usf.edu)).

**Travel** – Any travel that is being paid with USF funding (departmental, grant, or student government) requires approval in advance of the travel. Please submit your requests for approval at least 7-10 days prior to travel so there is time to route this through the various levels of authorization it requires. Travel requests can be submitted online at: <http://www.usf.edu/arts-sciences/ross/business-support-services/submit-request.aspx>. **\*\*\*Failure to request pre-travel approval will result in a denial of your reimbursement request.\*\*\*** Questions regarding travel should be directed to: College of Arts and Science Business Support Services <http://www.usf.edu/arts-sciences/ross/business-support-services/bss-team.aspx>. Funding sources can be obtained from the business office either through a Grants Administrator Sheri Addy ([saddy@usf.edu](mailto:saddy@usf.edu)) or Michelle Jahn ([mmjahn@usf.edu](mailto:mmjahn@usf.edu)) or the Office Manager Jennifer Briggs ([jkbriiggs@usf.edu](mailto:jkbriiggs@usf.edu)).