Click on the blue Submit Work Order Requests box
Click on SUBMIT WORK ORDER REQUEST
Complete this form.

1. **Requestor Name** – Type your name. Not all names are listed. If your name appears, select it, otherwise just type your name and tab or click on the next line to continue to fill in.
2. **BUILDING NAME** – Start typing your building name. This will start narrowing down the list until you find a match to click on. If this is for an outside event, most of those locations are listed under Campus Grounds as the building. **Area #** - refers to the room number, or if Campus Grounds refers to a location.

3. **AREA #** - Start typing your room number.
4. **ACTION REQUESTED** - This is a description of what you need done. For an event or a special request, please include your banner index. Even if you enter the account #, it doesn’t always transfer to us, so the best practice is to include it here.

   *Please remember for events to include the DATE and TIME of your event. When you need the items delivered and when we can pick them up.*

5. **Account #** - (6 digit Banner Index) – DO NOT ENTER YOUR LIN #. Our system defaults to the building account number (index). For events or special requests you can type over this number. When using a department account (index) number, the 77380 that comes up after your account number is the sub account (which means work order charges). This must remain in the field or it will not transfer to us.

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YOU CAN NOW PRESS OR CLICK THE SUBMIT BUTTON