

General Office Procedures

Errands

Please fill out a Student Job Request form and place it in the basket located in the student workers' office in 315Q. Errands to the main campus area are usually run once per day.

Keys

Faculty members may obtain keys to their offices by making the request through the business office.

Mail

Faculty mailboxes are on the 3rd floor in room 320. A UK College of Nursing ID badge is necessary to enter the mailbox area.

Office Supplies

Each faculty member may request various office supplies through the business office. We keep a supply of many items (paper, folders, pens, etc.), but if there is something in particular, please make the business office aware of the request and we will make all attempts to obtain the merchandise.

Photocopying

Faculty may fill out a Student Job Request and most copying/duplicating needs will be met within the College facilities.

Requests for Materials (rental, preview and/or purchase)

Requests for AVs, books, journals, and some software, etc., should be completed on the form listed below with the appropriate signatures prior to submission to Gail O'Malley. All attempts will be made to request the purchase of the materials through the MC Library and/or the MC-AV Library. If for budgetary reasons their budget will not allow them to purchase the materials, the request will be submitted to the business office for the possibility of the purchase through the College.

Request form for: Purchasing Audiovisuals, Books, Journals, etc.

Reserving Classrooms

Classroom space is reserved as part of the schedule building process each semester.

If for some reason a room change is necessary, changes will have to be made through the central scheduler at 257-2433. If this is an academic activity, priority will be given to accommodate the change. However, if the room is needed for meetings or other gatherings, scheduling will be on a first-come-first served basis.

CON Conference Room

The College of Nursing Conference room (315T CON Bldg.) is available to faculty and staff for various uses. Scheduling can be done by the dean's assistant, Lisa Galvin, and can also be reserved by using Microsoft Outlook.

Telephones

University telephones and special services are to be used for official University/College business only. Unauthorized calls placed on the University's long distance network are prohibited.

Calls related to grant accounts should be identified, and you will be asked to work with the business office so the appropriate charges are transferred to the grant account.

Faculty and staff are encouraged to use the VMX system to inform callers while you are out of the office or during the summer break.

Conference Calls

The College has speaker phones in each conference room (315T, 509 and 202 once renovated). Please contact the Dean's Office at 323-6533 if you need to set up a conference call.