

**THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND
TEXAS SOUTHMOST COLLEGE**

ATTACHMENT A

Interdepartmental Mail Handling Procedures after September 11, 2001

In order to reduce the amount of interdepartmental mail delivered by runner, the following forms will be accepted via fax machine:

Bookstore (Fax Number 956-882-6741)

Budget Office (Fax Number – 882-3865):

- Budget Amendments
- Request for Memberships
- Requests for Computer Services for Colleague Access

Business Office (Fax Number 882-6514):

- Accounting Services Request Form
- Purchase Voucher
- Receiving Reports
- Equipment Transfer Form
- Central Stores Requests
- IDT's – Interdepartmental Transfers

Human Resources (Fax Number 882-7476):

- College Workstudy Referral Forms
- JAQ's
- Absence Reports
- Incident Reports
- Facilities Request Form for Benito Longoria room
- Tuition Assistance Form
- W-4's
- Change of Address
- Termination Notice – Resignation letters should be delivered to Human Resources separately.
- Change of MOE
- MOE for Faculty
- MOE for Full-time Personnel
- MOE for Temporary/Part-time Personnel

Information Systems (Fax Number 882-6572):

- Equipment Service Request Form
- Request for Computer Services

Physical Plant (Fax Number 882-5922):

- Request for Keys
- Vehicle Request Forms
- Workorders
- Renovation Request Form

Purchasing Office (Fax Number – 882-6583):

- On-Line Requisitions – Only if you have no attachments. Requisitions with attached
- vendor original invoices, contracts or receipts must be delivered in person.
- Bid Specifications – May be faxed or emailed.
- Account Authorization Forms – Fax to all departments indicated at bottom of form.
- Independent Contractor Forms – Fax after all signatures are gathered.
- Procurement Card Application
- Travel Card Application

Travel (Fax Number - 882-7777):

- Travel Applications
- Airline Tickets – Departments are encouraged to use E-Tickets whenever possible.
- Shands will fax directly to departments and copy purchasing.
- Printing Services Request Forms – Only for stock items. All other requests must be accompanied by sample of item to be printed that must be attached to the request form.