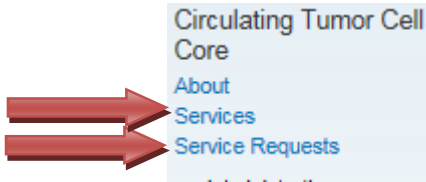



How to Create a Service Request

1. Click on 'Services' or 'Service Request' on the menu



2. Select the services that you would like to purchase by clicking on the check mark box under "Order Services" and then click the below button:



Order Services

3. Enter Project Name, if applicable **Tip: having a project name will make it easier to identify the work request for other tasks**


Service Request

Project name



4. Select the services/ or add addition Units:
 - a. Select Service(s) requested from drop-down menu and Click 'Add'. **If you did not select services prior to clicking the "Order services button":**

Requested Services



- b. Enter # of units requested or If you selected the services prior to entering the "services request" and you need additional units, you may also make those edits here.

Name

Units



Additional probe

- c. Repeat **A - B**, as necessary, for all services requested

- 5. Additional information/Pictures can be added below:



Additional information about the Project / Request

Documents

[Add Documents](#)

- 6. Enter funding by:

- a. Selecting the Fund that you would like to charge from the drop-down menu
- b. Add percentage to be charged.
- c. Repeat by clicking on 'Add Additional Fund to be Charged' if you would like to split the payment across multiple funds. Total across all funds **must** equal 100%.

Funding Information

Date Effective

2015-01-01

[New Fund](#)

Fund

Percentage [%]

e.g. 100



[Add Additional Fund Source](#)