



School of Medicine End User Instructions FORM – Research Services Request for Service Form

Use: Research Services will utilize this form to enter requests for services provided by the Research Services staff into the system.

Access: Access the form via the School of Medicine's Home Page, Library/IR Intranet, Online Directory of Forms, Research Services or go directly to <http://intranet.som.siu.edu/forms/rss>.

Instructions: Complete the form using the following instructions: (Unless noted, all fields are **REQUIRED**.)

General Information Section:

<i>Work Order No.</i>	Leave Blank. This number will be assigned by Research Services.
<i>Work Location</i>	
<i>Building</i>	Building address where the work is to be performed. (i.e., 801 North Rutledge)
<i>Room</i>	Room number where the work is to be performed.
<i>Type of Equipment</i>	General description such as printer, refrigerator, etc.
<i>Manufacturer</i>	Manufacturer of equipment. This will enable us to locate materials to repair, if necessary.
<i>Model Number</i>	Please complete if known, not required.
<i>Serial Number</i>	Please complete if known, not required.
<i>SIU #</i>	Please complete if known, not required.
<i>Contact Person</i>	Name of the person to contact about the project.
<i>Phone No.</i>	Contact person's telephone number.
<i>Mail Code</i>	Contact person's mail code.
<i>Work Description</i>	Provide a detailed description of service needed.



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FAS Account No. FAS account number to be charged. (Without hyphens)

FAS Account Title FAS account title to be charged.

Department Name of the requesting department.

Date Submitted Default is the current date.

Administrative Approvals Section:

Fiscal Officer Signature Fiscal officer must sign the Work Request if submitting in hard copy.

Phone No. Fiscal Officer's telephone number.

Mail Code Fiscal Officer's mail code.

Routing: This form should be submitted by secured e-mail, if possible. If this method is not possible, the print form method should be used.

- Through secured e-mail (preferable): Attach form as file to secured e-mail message. Only a secured e-mail message from the fiscal officer or delegate will be accepted. Send e-mail message to: RSS@siumed.edu (NOTE: Forms submitted electronically, but not submitted through secured e-mail will not be accepted.
- Print form, have fiscal officer sign the form and mail to: Research Services MC 9612.