

**SECRETARIAL SERVICES REQUEST**

DATE OF REQUEST: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

BUILDING: \_\_\_\_\_ ROOM NUMBER: \_\_\_\_\_

PERSON REQUESTING SERVICE: \_\_\_\_\_ LOCAL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

---

DATE: *FROM:* \_\_\_\_\_ *TO:* \_\_\_\_\_

*(22 days maximum)*

TIME: *FROM:* \_\_\_\_\_ *TO* \_\_\_\_\_

*(Must be a minimum of 4 hours per day)*

REPORT TO: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - 9267

REASON FOR VACANCY: \_\_\_\_\_

SERVICE PAYBAND REQUIRED - **PB4 or PB5:** \_\_\_\_\_

PC PLATFORM (IBM orMAC): \_\_\_\_\_

SERVICES REQUIRED (please list examples of typical duties):

---

---

---

---

---

---

PARTICULAR REQUESTS/NOTES:

---

---

---

For Secretarial Services Use Only:

EMPLOYEE ASSIGNED: \_\_\_\_\_

CONFIRMED WITH DEPT: \_\_\_\_\_ Timesheet#: \_\_\_\_\_