Service Unit Request (SUR)
Policy and Procedure
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Service Unit Request Policy and Procedure

**Policy:** A service unit request must be completed for appropriate expense allocation of OUCN requests involving OUHSC resources.

**Purpose:** The Service Unit Request policy and procedure is intended to ensure that OUHSC resource utilization on behalf of OUCN are appropriately expensed

**Scope:** Faculty, Staff
Service Unit Request Procedure

1. Send an email to Alicia Matthias @ Alicia-Matthias@ouhsc.edu with the following information:
   - Complete description of the services you are requesting; e.g. painting, repairs, moving services, photographs, car rental, business cards, nameplates etc…
   - Date(s) you are requesting service, room numbers(s) if applicable.
   - If business cards or nameplates, provide exact description of how you want the text to read e.g. name, credentials etc…
   - Provide the full PeopleSoft Chartfield Spread, including the Budget Year, Fund, Organization (ORG), Program, Sub-class (if applicable) and Project/Grant (if applicable) the cost should be charged to.
   - Include Supervisor or Program Director’s email approving the request for service.
   - If you are requesting an ESTIMATE of the cost, please state “estimate only” in the subject line of the email.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Linda Wood</td>
<td>Assistant Dean of Finance and Administration</td>
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<tr>
<td>2.0</td>
<td>1/10/2012</td>
<td>Revised and approved</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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<tr>
<td>3.0</td>
<td>12/16/2015</td>
<td>Reviewed. Changed contact person and approved.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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