

# Section 30

STARR TEAM

Request for  
STARR Team  
Assistance



# Administrative Support Unit

## STARR Team Requests

Topic	Responsible Office
<input type="checkbox"/> Attendance Accounting	Budget Department/Internal Audit
<input type="checkbox"/> Budget Report Monitoring	Budget Services
<input type="checkbox"/> Contract Process	Purchasing Services
<input type="checkbox"/> Employee Attendance Reporting	Human Resource Services
<input type="checkbox"/> General Office Work Flow/Process Review	Various
<input type="checkbox"/> Hiring Processes and Practices	Human Resource Services
<input type="checkbox"/> Just-in-Time Orders/Payments	Accounts Payable Office
<input type="checkbox"/> Managing Outstanding Requisitions	Accounts Payable Office
<input type="checkbox"/> Outlook/E-Mail	Information Services and Educational Technology (ISET)
<input type="checkbox"/> Personnel Requisition Process	Human Resource Services
<input type="checkbox"/> Petty Cash Reconciliation	General Accounting Office
<input type="checkbox"/> Petty Cash Reimbursements/Policy	Accounts Payable Office
<input type="checkbox"/> Reproduction Services (Central Print)	Central Print/Purchasing Services
<input type="checkbox"/> Special Projects Monitoring	Budget Services
<input type="checkbox"/> Student Activity (School Fund Raisers) Accounting/Reimbursement/Blue Bear	General Accounting/Internal Audit
<input type="checkbox"/> SubFinder	Human Resource Services
<input type="checkbox"/> Supplies Ordering	Purchasing Services
<input type="checkbox"/> Surplus Personnel Processing	Personnel Services
<input type="checkbox"/> Timesheet Report	Payroll Department
<input type="checkbox"/> Travel Reimbursement/Policy	Accounts Payable Office
<input type="checkbox"/> Voice Mail	Information Services and Educational Technology (ISET)
<input type="checkbox"/> Worker's Compensation Processing	Risk Management Department
<input type="checkbox"/> Zangle	Information Services and Educational Technology (ISET)
<input type="checkbox"/> Other Request: _____	Various

\_\_\_\_\_  
**Location**

\_\_\_\_\_  
**Contact Person**

\_\_\_\_\_  
**Phone Number**

Fax this form to 2190, or mail to Administrative Support Unit Box 800.  
If you have any questions, please contact Gayle McKnight at (643) 9055.