

## **General Office Procedures**

### **Errands –**

The Student Job Request form may be completed and placed in the student workers work area located in 315Q. Errands to main campus are usually 1/day. If exceptions are required please contact the Sr Administrative Dean's Assistant, 315 B

Use the Student Job Request Form

### **Sending and Receiving Mail and Packages**      Please see the Business Office

Mail is received by the UK Postal staff, each morning and it is distributed into mailboxes in the secure CON 320. A CON ID badge with access to this room is required. Packages are delivered to the Business Office and you will be contacted when you have received a package from FED X, UPS, etc.

If you need to send out mail or packages please see the Business Office.

### **Office Supplies –**

The College keeps on hand paper, envelopes, folders, pens, pencils, markers, etc, however, there are occasions that faculty members do need to order supplies. In those cases, please contact the business office to discuss your needs. The supplies are kept in 315J.

### **Reserving of Conference Rooms**

The College has two conference rooms. Those rooms are 315T and 202D. Please contact through email Sophia Weathers for room 315T and Lisa Jackson for 202D.

### **Reserving Classrooms**

Classroom space is reserved as part of the schedule building process each semester.

If for some reason a room change is necessary or you need another classroom for another reason, those reservations will need to be made through the central scheduler at 257-2433 or by email [aschu3@uky.edu](mailto:aschu3@uky.edu)

If this is an academic activity, priority will be given to accommodate the change. However, if the room is needed for a meeting or other gathering, scheduling will be on a first-come-serve basis.