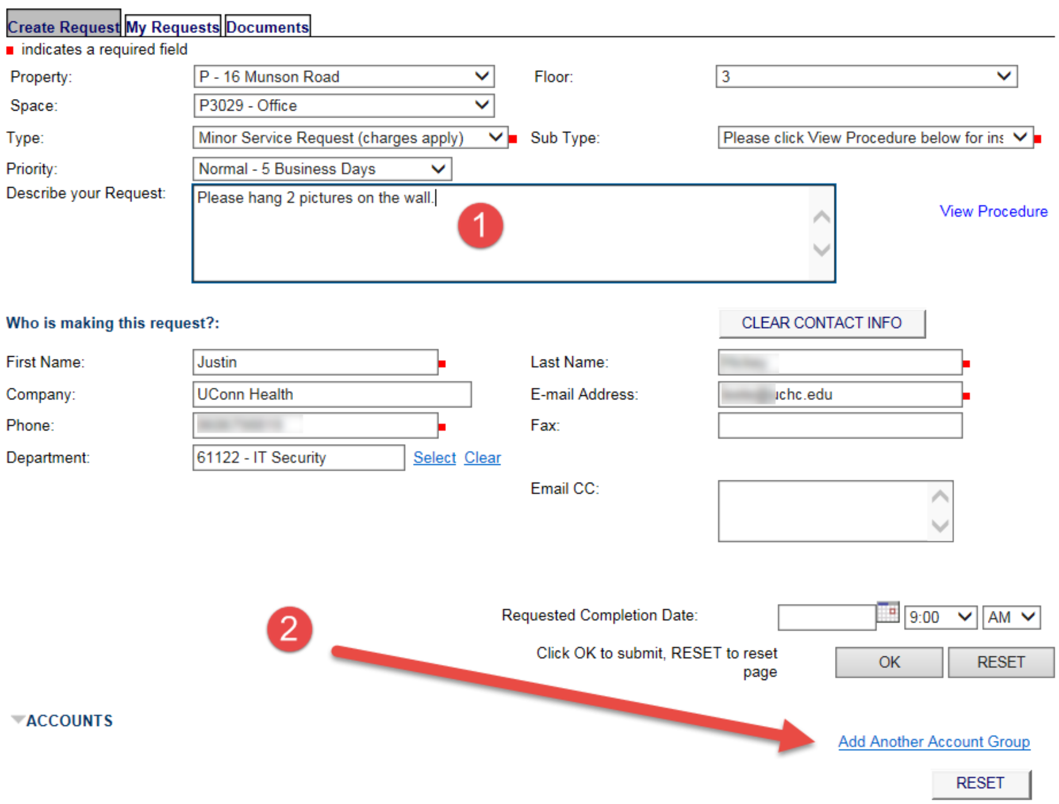
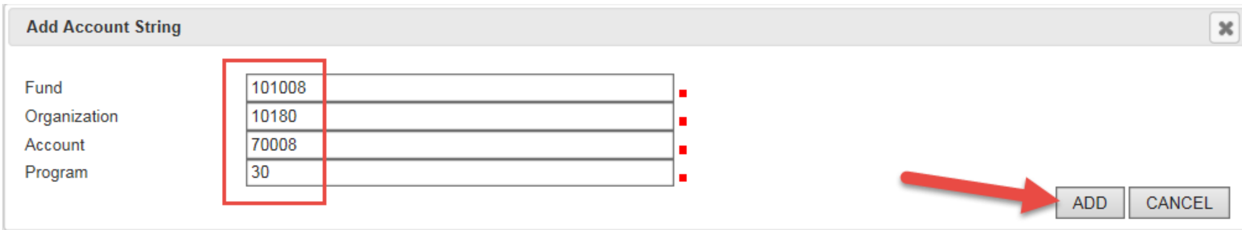
Please provide a brief description of the work you would like to have performed in the "Describe your Request" section.

Click the "Add Another Account Group" link below the OK & RESET buttons.

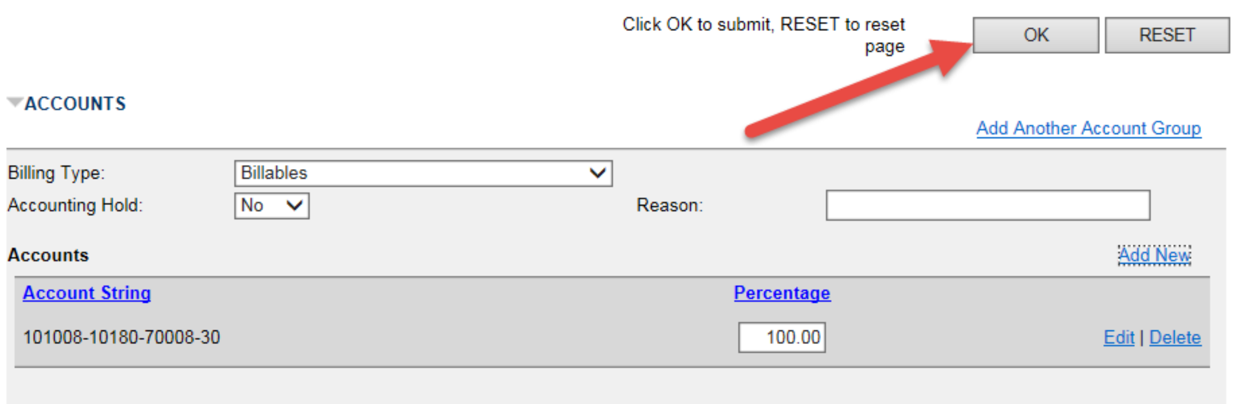


Click the "Add New" link on the bottom right to add your FOAPAL.

Once you have entered the Fund, Org, Account (usually 70008) & Program, click the ADD button.



Click the OK button above "Add Another Account Group".



After you click the OK button, you will be prompted with an electronic version of the Minor Service Request from. The electronic version of the Minor Service Request form eliminates the need for the PDF form.

Please complete the electronic form, then click the UPDATE button.

This electronic form will now become a permanent attachment to the Famis Work Order Request.

After you click the UPDATE button, you will be given the work request number and you will have the opportunity to upload a document or image to attach to the work order. The work order number will also be sent to you via email.