

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.

[Create Request](#) [My Requests](#) [Documents](#)

■ indicates a required field

Property: P - 16 Munson Road Floor: 3
Space: P3029 - Office
Type: Minor Service Request (charges apply) Sub Type:
Priority: Normal - 5 Business Days

Describe your Request:
1

[View Procedure](#)

Who is making this request?:

First Name: Justin Last Name:
Company: UConn Health E-mail Address:
Phone:
Department: 61122 - IT Security [Select](#) [Clear](#)

Email CC:

Requested Completion Date: 9:00 AM
Click OK to submit, RESET to reset page OK RESET

2 

[▼ ACCOUNTS](#) [Add Another Account Group](#) RESET

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

[▼ ACCOUNTS](#) [Add Another Account Group](#)

Billing Type: Billables Accounting Hold: No

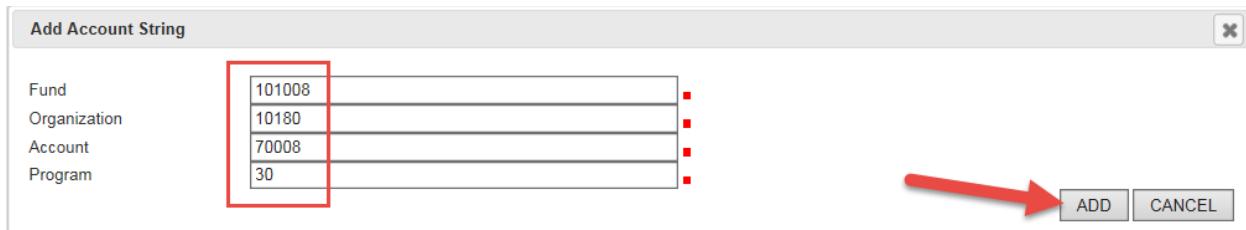
Reason:

Accounts

Account String	Percentage
No Accounts are configured.	

[Add New](#) RESET

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

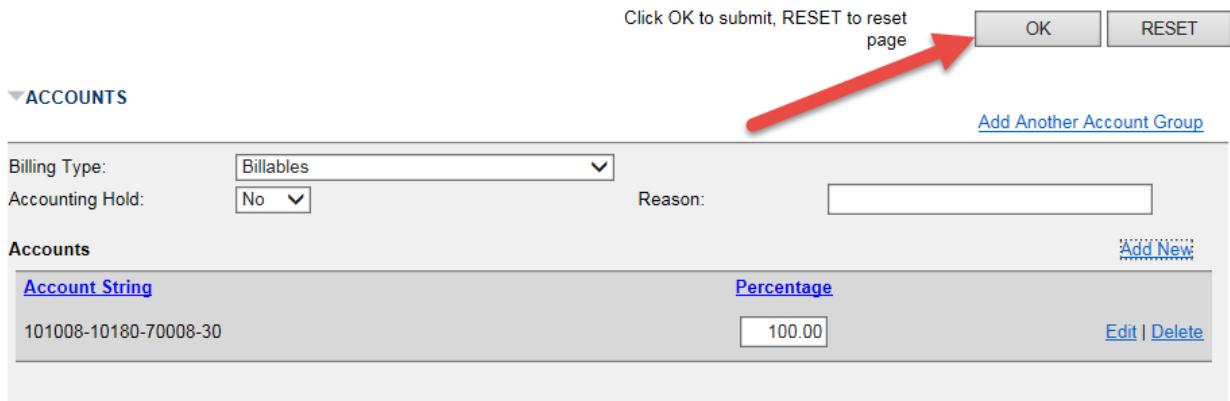


Add Account String

Fund	101008
Organization	10180
Account	70008
Program	30

ADD CANCEL

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



Click OK to submit, RESET to reset page

▼ACCOUNTS [Add Another Account Group](#)

Billing Type:	Billables	
Accounting Hold:	No	
Reason:	<input type="text"/>	
Accounts		
Account String	Percentage	
101008-10180-70008-30	100.00	Edit Delete

After you click the OK button, you will be prompted with an electronic version of the Minor Service Request form. 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.