

Auxiliary Services - Interim Form Processing

Area	Form	Routing Process/Purpose	Submitted By	Staff Member Routed To
Conference & Events Services	Ad Astra Space Request Form	Form is submitted online and routed to the University Scheduler for processing. This form is to be used when requesting events more than 14 business days out.	BSU Faculty BSU Staff BSU Students	Tamara Powell tpowell@bowiestate.edu
Conference & Events Services	Last Minute Space Request Form	Form is submitted via a fillable PDF from and routed to the University Scheduler for processing. This form is to be used when requesting events that are scheduled less than two weeks away.	BSU Faculty BSU Staff BSU Students	Tamara Powell tpowell@bowiestate.edu
Conference & Events Services	Community Space Request Form	Form is submitted via a fillable PDF from and routed to the University Scheduler for processing. This form is to be used by external clients seeking to host events on the campus of Bowie State University.	External Clients	Tamara Powell tpowell@bowiestate.edu
Conference & Events Services	Contracts	Form is submitted with an e-signature and routed to the Director and Associate Director for Conference & Events Services for processing. This form is to be used to authorize events held on the campus of Bowie State University.	BSU Faculty BSU Staff BSU Students External Clients	Nancy Martin nmartin@bowiestate.edu Chandra Hicks chicks@bowiestate.edu
Conference & Events Services	Camp & Youth Registration Forms	Form is submitted online via the Conference & Events Services website and routed to the Director and Associate Director for Conference & Events Services for processing. This form is to be used when hosting a summer youth camp on the campus of Bowie State University.	BSU Faculty BSU Staff BSU Students External Clients	Nancy Martin nmartin@bowiestate.edu Chandra Hicks chicks@bowiestate.edu

Auxiliary Services	Envelope Request Form	Form is submitted online via the Auxiliary Services website and routed to the Business Manager for processing. This form is to be used when requesting contract printing services from the University.	BSU Faculty BSU Staff	Carlise Murden cmurden@bowiestate.edu
Auxiliary Services	Stationary Request Form	Form is submitted online via the Auxiliary Services website and routed to the Business Manager for processing. This form is to be used when requesting contract printing services from the University.	BSU Faculty BSU Staff	Carlise Murden cmurden@bowiestate.edu
Auxiliary Services	Business Card Request Form	Form is submitted online via the Auxiliary Services website and routed to the Business Manager for processing. This form is to be used when requesting contract printing services from the University.	BSU Faculty BSU Staff	Carlise Murden cmurden@bowiestate.edu
Auxiliary Services	Food Waiver Application	Form is submitted via fillable PDF and routed to the Associate Director for Auxiliary Services for processing. This form is to be used when bringing off-campus food to campus for official university business.	BSU Faculty BSU Staff BSU Students External Clients	Dawnita Smith drsmith@bowiestate.edu
Card Office	Bulldog Card Refund	Form is submitted via PDF and routed to the Associate Director for Auxiliary Services for processing. This form is to be used when requesting a refund of funds allocated to the Bulldog ID Card for use.	BSU Students	Dawnita Smith drsmith@bowiestate.edu
Card Office	Meal Plan Scholarship	Form is submitted online via the Bulldog Card Office website and routed to the Associate Director for Auxiliary Services for processing. This form is to be used when applying for textbook scholarship funds.	BSU Students	Dawnita Smith drsmith@bowiestate.edu

Card Office	Textbook Scholarship	Form is submitted online via the Bulldog Card Office website and routed to the Associate Director for Auxiliary Services for processing. This form is to be used when applying for meal plan scholarship funds.	BSU Students	Dawnita Smith drsmith@bowiestate.edu
Card Office	Replacement ID Card	Form and payment is submitted online via the Bulldog Card Office website. Once submitted student is directed to the Bulldog Card to retrieve a new card.	BSU Students	Mark Guthrie mguthrie@bowiestate.edu
Student Center	Flyer Posting Request	Email sent to Student Center Manager for consideration. Email should include flyer attachment as well as approval to host event on campus	BSU Faculty BSU Staff BSU Students	Jatina Cooke jcooke@bowiestate.edu
Office of Budget & Finance - Interim Form Processing				
Area	Form	Routing Process/Purpose	Submitted By	Staff Member Routed To
Office of Budget & Finance	Budget Form (Transfers/Revisions/New Budget)	Budget Transfers can be submitted via email with proper approval. (1)Transferring funds from class 01/02 requires department head and your area VP's approval. (2) Budget Transfer forms totaling above \$50,000 requires department head and VP approval. (3) If Budget Form is not included in (1) & (2), it ONLY requires department head approval.	BSU Faculty/Staff	Tiffany Scott- tscott@bowiestate.edu Angela Morton- amorton@bowiestate.edu
	Encumbrance Liquidations	Email should state "Please liquidate the following contract(s)..." include Employee Name, Employee ID, Record #(if available), Department ID and Contract Dates.	BSU Faculty/Staff	Class 01 Liquidations Angela Morton- amorton@bowiestate.edu Michael Atkins- matkins@bowiestate.edu Class 02 Liquidations Scott- tscott@bowiestate.edu Morton- amorton@bowiestate.edu Tiffany Angela
Controller's Office - Interim Form Processing				

Area	Form	Routing Process/Purpose	Submitted By	Staff Member Routed To
Accounts Payable	Travel Request	Download Travel Request Form from Controller's Office web page and submit to listed staff	BSU Staff	Renee Myers - rmyers@bowiestate.edu
Accounts Payable	Employee Reimbursement Request	Download Employee Travel and Reimbursement Form from Controller's Office web page and submit to listed staff	BSU Staff	Renee Myers - rmyers@bowiestate.edu
Accounts Payable	Expense Voucher	Download Expense Voucher form from Controller's Office web page and submit to listed staff	BSU Staff	Renee Myers - rmyers@bowiestate.edu
General Accounting	Chargebacks - Interdepartmental	Download Request for Expenditure/Revenue Transfer Form from Controller's Office web page and submit to listed staff	BSU Staff	Emmil Teinor, eteinor@bowiestate.edu
General Accounting	RSTARS Interagency Transfer	Download Expense Voucher form from Controller's Office web page and submit to listed staff	BSU Staff	Emmil Teinor, eteinor@bowiestate.edu
General Accounting	PeopleSoft Security Form - Access to Financial System	Download PS Security Form 2020 from Division of Information Technology web page and submit to listed staff	BSU Staff	Wayne Felder - wfelder@bowiestate.edu
General Accounting	Request for New Department	Download Request for New Department ID form from Controller's Office web page and submit to listed staff	BSU Staff	Wayne Felder - wfelder@bowiestate.edu
Grants and Contract Accounting	Request for New Department/Project - Grants	Download Request for New Department ID form from Controller's Office web page and submit to listed staff	BSU Staff	Howard Cornish - hcornish@bowiestate.edu
Student Accounts	Department Deposit	Download Department Deposit/Payment Slip from Controller's Office web page and submit to listed staff	BSU Staff	Terrayne Pittman - tpittman@bowiestate.edu
Office of Human Resources - Interim Form Processing				
Area	Form	Routing Process/Purpose	Submitted By	Staff Member Routed To

Human Resources	Personnel Action Form (PAF)	General Online Process; forward form with an approval email through process to HR; follow approval lines on form. HR will process on Tuesday and Wednesdays, but must receive by Noon on Monday. If received later, must wait until next week's processing.	Faculty & Staff	Carrie Davis cbdavis@bowiestate.edu
Human Resources	Salary Adjustment Request Form (SAR)	General Online Process; forward form with an approval email through process to HR; follow approval lines on form. HR will process on Tuesday and Wednesdays, but must receive by Noon on Monday. If received later, must wait until next week's processing.	Staff	Carrie Davis cbdavis@bowiestate.edu
Human Resources	Overload Form	General Online Process; forward form with an approval email through process to HR; follow approval lines on form. HR will process on Tuesdays and Wednesdays, but must receive by Noon on Monday. If received later, must wait until next week's processing.	Faculty & Staff	Reisa Baynes rbaynes@bowiestate.edu
Human Resources	Telework Form	General Online Process; forward form with an approval email through process to HR; follow approval lines on form. HR will process on Tuesdays and Wednesdays, but must receive by Noon on Monday. If received later, must wait until next week's processing.	Staff	Debora Humphrey dhumphrey@bowiestate.edu

Human Resources	Advanced Sick Leave	Send an email to your supervisor requesting Advanced Sick Leave and state the reason for the request; supervisor will forward request to the Vice President who will approve the request and forward to Debbie Humphrey, Benefits Coordinator, for processing and approval by the Senior Director of Human Resources. Interim and flexible procedures will be utilized. Approval in 48 hours, or before time is due if received by Noon on Monday. Due to COVID-19, form submission and medical documentation waived at time of request. HR will request form and documentation at a later date.	Staff; on interim basis Faculty as well	Debora Humphrey dhumphrey@bowiestate.edu
Human Resources	Salary Retention Form	General Online Process; forward form with an approval email through process to HR; follow approval lines on form. HR will process on Tuesdays and Wednesdays, but must receive by Noon on Monday . If received later, must wait until next week's processing.	Faculty & Staff	Carrie Davis cbdavis@bowiestate.edu
Human Resources	Contingent I Contract	General Online Process; forward form with an approval email through process to HR; follow approval lines on form. HR will process on Tuesdays and Wednesdays, but must receive by Noon on Monday. If received later, must wait until next week's processing.	Staff	Reisa Baynes rbaynes@bowiestate.edu

Human Resources	Student Contract	General Online Process; forward form with an approval email through process to HR; follow approval lines on form. HR will process on Tuesdays and Wednesdays, but must receive by Noon on Monday. If received later, must wait until next week's processing.	Student Workers	Reisa Baynes rbaynes@bowiestate.edu
Facilities Management - Interim Operations				
Facilities Management is operating with limited on campus personnel. Staff is available to respond to maintenance concerns. Please continue to report any concerns to the Facilities Helpdesk at x24190. This line is monitored and will also transfer to voicemail. On campus staff will be conducting increased maintenance reviews of the campus facilities during this period. Maintenance work orders can continue to be submitted through the usual channels (email or through the Facilities Webpage) and can now also be submitted through the online portal at bowie.upturnhost.com. Instructions for using the online portal are below.				
In the event of a facilities emergency (i.e. water intrusion, broken water pipe, etc.), please contact Public Safety at x24040. They will be able to contact maintenance directly via radio to respond to the emergency.				
<u>Submitting a Work Order using the Online Portal</u> • Open your browser and navigate to bowie.upturnhost.com • Login using the following credentials: username “campus” and password “sprocket” • Click the New Work Order tab • Enter your name in the Contact Field (do not change the Requested By field) • Enter your phone number, email in the appropriate fields • Enter a brief description in the Short Description field • Enter the building name in the Location Identifier field. A dropdown list will appear as you type. Select the correct building from the list • Enter the room number in the Room field • Enter any additional information in the comment box • Click Submit Work Order • Close the Dispatch Action message box and logout				

Office of Procurement - Interim Operations

The Purchasing Office will be staffed on Monday, Wednesday, and Friday between the hours of 10:00am to 3:00pm to accept any paper documents such as Corporate Purchasing Card (CPC) and Diner’s Club Credit Card Logs. If Cardholder’s will not be on campus, and are unable to send their required documentation to the Purchasing Card Office, they must still maintain all original documentation, and submit it when the University returns to normal business operations. In the interim, please e-mail a copy of the transaction log and bank statement- electronically signed or with an email chain showing approval by both the cardholder and supervisor- to Joi Schumott at jschumott@bowiestate.edu.

The Mailroom will be staffed Monday through Friday from 10:00am to 3:00pm to accept mail or packages that need to be taken to the USPS in Bowie, Md. Departments will be able to pick-up their in-coming mail during the same hours as well. Any individuals that are working on campus and would like to have their mail delivered can contact Sheldon Boodie at sboodie@bowiestate.edu or Michael Shirley at mshirley@bowiestate.edu.

Central Receiving will be staffed Monday through Friday from 10:00am to 3:00pm to accept all in-coming deliveries of merchandise from freight carriers, as well as packages from UPS, FedEx, etc. If you are working on campus, and would like to have merchandise delivered to your department contact Sal Martinez at smartinez@bowiestate.edu or Al Saunders at asaunders@bowiestate.edu to schedule your delivery.

The Transportation Office will not be staffed. However, we will maintain shuttle services for students currently residing at the Enclave in College Park, Md. Shuttle services will continue to be provided on a limited basis until all Residence Halls are officially closed by the University. The current shuttle services schedule can be accessed at <https://www.bowiestate.edu/about/administration-and-governance/division-of-administration-and-finance/office-of-procurement/transportation-services/>.

In the event of a critical or emergency situation that requires immediate attention, contact Steven Jost at sjost@bowiestate.edu.