

WHAT DO YOU NEED?*

Binding	Duane -	6619
Budget Questions	David K	6732
Business Cards	Doreen	6852
Check Requests	Stefanie/Lisa	6802/ 6801
Computing Services Hotline		6644
Passwords	Bruce	6645
Copying	Duane	6619
Expense Reports	Stefanie/Lisa	6802/ 6801
Facilities	Linda Lewis	6833
Faculty Legal Assistants - Amber 6832; Brie 6716; Courtney 6844; Bonny 6624		
Fax	Sara	0
Federal Express	Sara	0
Filing	Faculty Legal Assistant	
Furniture	Linda Lewis	6833
Heavy Lifting	Reggie	6621
Keys	Linda Lewis	6833
Letterhead, Envelopes	Reggie	6621
Law Library - For complete info see the library web page		
Light bulbs	Gerald	6620
Mailroom - LC	Vickie	7867
Mailings - labeling, stamping, stuffing	Sara	0
Media Services (A/V)	Linda Lewis	6833
	Gerald	6620
	Reggie	6621
Office Supplies	Gerald	6833
Parking passes - (Large quantity)	Stefanie/Lisa	6802/ 6801
(1 to 5)	Sara	0
Pay Checks - distribution	Lisa	6801
Postal Info	Sara	0

Publications - LC	Shelly Meyer	7976
Reimbursements	Stefanie	6802
Scheduling		
All rooms	Linda Lopeman	6899
Shredder	Duane	6619
Stamps	Sara	0
Supplies (if not in supply room)	Elizabeth	6721
	Gerald	6620
Telephones	Linda Lewis	6833
Travel Arrangements -		
Azumano Travel - Norbert or Allen		503-223-6361
Prestige Travel - Cindy		503-285-4232
Word Processing -	Andy	6790
	Lisa	6663

*If you can't find it on this list, contact David Kelley, Doreen Corwin, Shirley Johansen, or Linda Lewis; any one of us will be happy to help.

6/17/08