Anything paid for that does not fall under hiring and payroll or purchasing is handled by the business affairs office.

The business affairs office defers to the Handbook of Business Procedures. This site contains comprehensive information about parking, travel, payroll, and more. If you have further questions after consulting the handbook, contact the business affairs office.

Please allow up to 10 business days for the UGS business office to process all requests.

- All forms must be submitted typed.

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