## Forms

### Finance and Purchasing Forms
- Online Purchase/Travel/Travel Reimbursement REQ Forms
- Finance Office resource page
- Cash Advance Travel Policy and Form
- Hotel Sales Tax Exemption
- Paper Faculty Annual Report or Online Faculty Annual Report
- Official Occasion Expense Form (OOF)
- Payee Information Form (PIF) Contact Liliana Zapatero for PIF processing
- Mileage Reimbursement/Mapquest
- Sales Tax Exemption
- Vendor Direct Deposit Form
- Building Use Agreement
- Office Depot Store Purchasing Card

### Academic and Course Related Forms
- Student Travel Grant Request Form
- GRAD Independent Study Form
- Graduate Program of Study/Program of Work
- Course Add Worksheet
- Assignment of Responsibilities Form (AOR)
- Paper Faculty Annual Report or Online Faculty Annual Report

### HR, Employee, Taxes, Onboarding Forms
- COFA Welcome Packet for New Employees
- W-4
- Employment Eligibility Verification (I-9) Acceptable Documents
- Assignment of Responsibilities Form (AOR)
- Payroll Services Employee Information Form (PSEI)
- UT Learn (requires UT EID)
- Payroll (requires UT EID)
- Employee Biographical Information (requires UT EID)
- Acceptable Use Policy - required annually by all (requires UT EID)
- My Paycheck Profile (requires UT EID login)

### Production Forms
- Guest Artist Form
- Artist Media Release Form
- Front of House Information Form
- Winship Room Reservation Request Form
- Music Rights Request Form