# Forms

## Finance and Purchasing Forms
- Co-Sponsorship Form
- Guest Artist Form
- Office Depot Store Purchasing Card
- Official Occasion Expense Form (OOEF)
- Request Form System (REQ)
- Student Travel Grant Form
- Texas Hotel Occupancy Tax Exemption Certificate
- Texas Sales and Use Tax Exemption Certificate
- Travel Cash Advance Request Form
- Vendor Direct Deposit Form

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

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

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