

# Forms

## Finance and Purchasing Forms

- [Co-Sponsorship Form](#)
- [Guest Artist Form](#)
- [Office Depot Store Purchasing Card](#)
- [Official Occasion Expense Form \(OOEF\)](#)
- [Request Form System \(REQ\)](#)
- [Award Request Form \(Scholarship for Travel, Merit, etc\)](#)
- [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](#)