

SERVICE CONNECTION

Tempe and Downtown Campuses

Business and Finance

Area Code is 480 Unless Specified Otherwise

Accounting Assistance (University)	965-3601	Estimates	965-3633
Accounts Payable	965-3511	Project Schedules	965-3633
Accounts Receivable: Department Billings	965-9101	Purchase Materials/Supplies	965-1817
Advantage Financial System Helpline	965-2334	Construction/Remodeling - Downtown Campus	602-496-1502
Air Conditioning Problems	965-3633	Copier Maintenance/Purchase	965-COPY
Downtown Campus	602-496-1502	Copy Centers	965-COPY
Arboretum		Courier Service	965-1263
Information & Mailings	965-9498	Dead Animals/Pest Removal	965-3633
Tours	965-9498	Downtown Campus	602-496-1502
Volunteers	268-4165	Door Access Control System (ISAAC)	727-1327
Adopt a Mall	268-4165	Downtown Campus	602-496-1502
ASU Hotline for Ethics and Compliance	877-786-3385	Doors (Building Exterior Locked/Unlocked)	965-3633
ASU Help Center	855-278-5080	Downtown Campus	602-496-1502
ASU Stores (Materials Management)	965-3772	Easements & Right-of-Ways	965-8361
ASU Tax Management	965-0108	Electrical Problems	965-3633
Automobile Repair & Maintenance	965-3496	Downtown Campus	602-496-1502
Banking	1-888-643-3477	Elevator Problems	965-3633
Midfirst Banking Center	480-967-7517	Downtown Campus	602-496-1502
MidFirst Banking Center, Downtown	602-801-5000	Emergency Management	965-6328
Banners/Temporary Works of Art & Exhibits	965-7136	Emergency Services (Fire, Medical, & Police)	911
Downtown Campus	602-496-1502	Employee Assistance Program	965-2271
Bees	965-3633	Employee Moving Expense Reimbursements	965-9890
Benefits Information	855-ASU-5081	Employee Orientation Program	965-4751
Biosafety	965-1823	New Employee Benefits/Payroll Paperwork	855-ASU-5081
Blue Stake	965-3633	New Employee Benefits Eligible Envelopes	855-ASU-5081
Downtown Campus	602-496-1502	Orientation Registration/Location	965-4751
Bookstore (Sun Devil Bookstores)	965-3191	Employee Recognition Program	965-5089
Sun Devil Marketplace	727-4499	Awards Applications	965-5089
Downtown Bookstore	602-496-0347	Retirement Certificates	965-5089
Budgeting Questions	965-5747	SUN Awards	965-5089
Budgetary and Expense Transfers	965-3601	Sun Devil Service Award Pins and Gifts	965-5089
Business Cards, Letterhead & Envelopes	965-2679	Employee Reimbursements	965-3511
Business Continuity	965-1823	Employee Training and Development	965-4751
Business Technology Services	965-5605	Employee Tuition Waivers	965-6341
Campus Maps	965-6903	Employment Information (Applicant)	855-ASU-5081
Campus Security Assistants	965-5643		
Carpentry	965-3633		
Downtown Campus	602-496-1502		
Cashiering Services & University Deposits	965-7468		
Cleaning	965-3633		
Carpet Cleaning, Dusting, Emergency Clean-ups, Mini-blind Cleaning, Offices, Restrooms, Resurfacing Hard Floors, Upholstery Cleaning	965-3633		
Downtown Campus	602-496-1502		
Computer Help for Faculty/Staff	Contact your local Deskside Support Team		
Computer Purchases	965-4488		
Apple Computers & Peripherals	965-4488		
All Other Peripherals	965-4488		
Computer Store, Technology Center	965-4488		
Departmental Purchases	965-1385		
Warranty Service Maintenance & Repair	965-1435		
Construction/Remodeling			

EMERGENCY NUMBERS

Police, Fire, Medical, (TTD) Do not dial 8	911
Non-Emergency	965-3456
Chemical Spills/ Hazardous Materials Incidents	965-1823 or 911
Indoor Air Quality Complaints	965-1823
Facilities Management (Building & Grounds)	965-3633
Downtown Campus	602-496-1502
Downtown Campus- After Hours & Emergency	602-496-1502
Motorist Assistance (Dead Battery, Keys Locked in Car)	
7 am – 10:00 pm Monday - Thursday	
7 am – 8:30 pm Friday	965-0641

Construction Problems (Dust, Noise)	965-3633	Lighting (Interior/Exterior)	965-3633
Building & Remodeling Permits	727-0918	Downtown Campus	602-496-1502
Energy Conservation Hotline	965-4521	Locks (Mechanical)	965-3633
Environmental Compliance	965-1823	Classroom Doors Unlocked	965-3633
Environmental Health & Safety	965-1823	Downtown Campus	602-496-1502
Ergonomic/Workstation Evaluations	965-1823	Locks	727-1327
Event Set-Up	965-1833	Logo Usage & Approval	
Event Equipment Check-Out and Inventory	965-1833	Print & Signage	965-2679
Facilities Management - Tempe	965-3633	Merchandise	727-7848
Facilities Management - Downtown Phoenix	602-496-1502	Lost and Found	965-5728
Financial Policies Interpretation	965-3601	Macro Technology Works	727-8944
Financial Reporting	965-3601	Mail Services	
Financial Systems Training		Main	965-3157
Advantage Financial System	965-2334	First Class	965-9818
Financial Data Warehouse	965-2334	Mail Processing	965-9819
Travel Claim Processing	965-3111	Courier Service	965-1263
Fire Prevention and Safety	965-1823	Event Logistics	965-1263
Flooding, Irrigation Leaks	965-3633	Maintenance Supply	965-1817
Downtown Campus	602-496-1502	Maps (Campus)	965-6903
Flu Shots	727-6517	Masonry/Concrete Construction and Repair	965-3633
Downtown Campus	602-496-1502	Downtown Campus	602-496-1502
Fountains (Decorative/Drinking)	965-3633	Medical Products	965-8049
Furnishings		Moving	965-1833
Furniture	727-2439	Employee Moving Expenses Reimbursements	965-9890
Carpet, Window Coverings	965-0822	Reimbursements	965-2074
Gases, Dry Ice, Liquid Nitrogen	965-6546	Moving Companies	965-2431
Graffiti Removal	965-3633	Moving Service (On Campus)	965-4370
Downtown Campus	602-496-1502	Natural Gas Odors	965-3633
Grievances (Staff)	965-2888	Downtown Campus	602-496-1502
Grounds Maintenance (General)	965-3633	New Employee Orientation (HR)	965-4751
Downtown Campus	602-496-1502	Public Service Orientation	965-4751
Hazardous Waste Pick-Up	965-1823	Occupational Health & Safety	965-1823
Health Screening	727-6517	Office Supplies	965-3772
Heating/Cooling	965-3633	Office of Equity and Inclusion	965-5057
Downtown Campus	602-496-1502	ACD 401: Nondiscrimination, Anti-Harassment & Nonretaliation	
Heavy Equipment Use	965-3633	Title IX Compliance	965-5057
Help Center	855-278-5080	Painting Services	965-3633
Housing Assistance Program		Downtown Campus	602-496-1502
Information/Registration	965-9540	Parking and Transit	965-6805
Human Resource Customer Service Center	855-ASU-5081	Alternative Transportation Options	965-1072
Benefits Information/ Payroll	855-ASU-5081	Customer Service	965-6124
Staffing Services	965-0730	Events & Visitor Reservations	965-6209
Professional Development	965-4751	Parking Dispatch (Motor Assistance)	965-0641
Human Resource Consulting (Employment, Desk Audits, Classification of Positions, Leaves, Compensation, Emp. Relations)	855-ASU-5081	Downtown Customer Service	602-496-1023
Identification Cards (Sun Cards)	965-CARD	Payroll	855-ASU-5081
Downtown	602-496-1604	Pest Control/Pesticide Application	965-3633
Insurance Claims & Coverage		Downtown Campus	602-496-1502
(Liability and Property)	965-1914	Petty Cash Inquiries	965-6301
Irrigation and/or Sprinkler Problems	965-3633	Planning & Budget	965-5747
Downtown Campus	602-496-1502	Plumbing Problems	965-3633
Keys	965-3633	Downtown Campus	602-496-1502
Downtown Campus	602-496-1502	Police	
Laboratory Repairs	965-3633	Chief of Police	965-4929
Downtown Campus	602-496-1502	Assistant Chief of Police Operations	965-6353
Laboratory Safety	965-1823	Assistant Chief of Police Support Services	965-7747
Leadership and Workforce Development	965-4751	Support Services Commander	965-7897
Leadership Development Program	965-4751	Operations Commander Tempe	965-2797
Leadership in the New American University (LINAU)	965-4751	Operations Commander DPC	602-496-1230
360-Degree Assessments	965-4751	Crime Prevention	965-1972
		Dispatch	965-3456
		Emergency	911
		Investigations	965-1612

Liability Releases/Waivers	965-0975	Records	965-5645
Special Events	965-6902	Downtown Campus	602-496-1502
Downtown Campus	602-496-1502	Sidewalks	965-3633
Printer Purchases	965-COPY	Downtown Campus	602-496-1502
Maintenance & Repair	965-COPY	Snack Machines	965-7150
Procurement and Purchasing Services		Space Planning	965-4758
Advertisement	965-5378	Stray Animals	965-3633
Bookstore- Tempe (Sun Devil Bookstores)	965-3191	Street and Sidewalk Repair	965-3633
Bookstore- Downtown (Sun Devil Bookstores)	602-496-0347	Student Accounts	965-6341
Carpet, Window Coverings	965-0822	Student Business Services	965-6301
Computers	965-3270	Student Computer Help (Technology Studio)	965-2843
Construction Services	965-7982	Downtown Campus: Student Computer Help	602-496-0309
Copying Services	965-5378	Student Education Tax Benefit	965-9834
Copier Purchase	965-5378	Student Loan Repayments	965-5220
Food Service	727-5177	Sun Card (ID Card)	965-CARD
Furniture	727-2439	Downtown Campus Sun Card	602-496-1604
Hotel Accommodations	965-5378	Surplus Property Pickups	965-4228
Mail Services	965-3665	Temperature Control/Air Flow	965-3633
Photography	727-3752	Time & Temperature	965-0789
Printers	965-COPY	Tobacco Cessation	965-9386
PrintU Campus Copy Center	965-COPY	Trademark Management	727-7848
Scientific Products & Services	965-384970	Trainer Resources	965-4751
Shipping & Receiving	965-3772	Trash (Exterior Bins/Interior Containers)	965-3633
Software	965-3752	Travel Card/ Reimbursements	965-3111
All Other	965-9514	Tree Problems	965-3633
Property Control		Tripping Hazards	965-3633
Public Art and Design Review Council	965-2151	Turf Maintenance	
Purchasing Card	727-1275	Not including Athletic Department Facilities	965-3633
Radiation Safety	965-6140	Unemployment Compensation	855-ASU-5081
Real Estate	727-7676	University Audit	965-1801
Development	965-7616	University Club	965-0700
Acquisitions	965-9080	University Services Building	
Leasing	965-6700	Visitor Badges	965-1800
Recycling	305-4566	Reception Area	965-9500
Recruitment & Selection	965-9841	University Sustainability Practices	727-4074
Recruiting/Advising	965-9841	University Technology Office	965-9334
Staff Requests	965-9841	Vehicle Rentals- Enterprise	800-261-7331
Advertising	965-9319	Vending Machine Services	965-7150
Requests for Check Processing	965-3511	Vendor Payments	965-3511
Restrooms (Cleaning, Maintenance, Repair, Feminine Hygiene Products or Supplies)	965-3633	Waste Removal/Trash	965-3633
Downtown Campus	602-496-1502	Water Problems (Flooding, Leaks)	965-3633
Risk Management	727-9669	Weight Watchers at Work	965-9540
Roof Leaks	965-7000	Welding	965-3633
Downtown Campus	602-496-1502	Window Washing/Cleaning	965-3633
Safety Concerns/Evaluations	965-1823	Downtown Campus	602-496-1502
Scheduled Shutdowns	965-3633	Work Order Status (Construction, Remodeling & Maintenance)	965-3633
Downtown Campus	602-496-1502	Downtown Campus	602-496-1502
Security Cameras	727-1327	Workers' Compensation Claims	855-ASU-5081
Scientific Products	965-4370		
Shipping & Receiving	965-3772		
Sewer Odors	965-3633		

SERVICE CONNECTION

Polytechnic Campus

Business and Finance

Area Code is 480 Unless Specified Otherwise

Accounts Payable	965-3511	Human Resources	855-278-5081
Advantage Financial System Helpline	965-2334	Human Resources Benefits	855-ASU-5081
Air Conditioning Problems	727-1110	Identification Cards (Sun cards)	727-5680
Asbestos & Lead Abatement	727-1110	Information/Registration	727-1700
ASU Help Center	855-278-5080	Irrigation/Sprinkler Problems	727-1110
Banking	1-888-643-3477	Keys	727-1110
Midfirst Banking Center	480-755-0949	Laboratory Systems Repairs (No Equipment)	727-1110
Banners		Laboratory Safety	965-1823
Approval	727-1110	Lighting	727-1110
Installation	727-1110	Locks	727-1110
Bees	727-1110	ISAAC (Electronic Access Control & Surveillance)	727-1327
Biosafety	965-1823	Logo Usage & Approval	727-1665
Blue Stake	727-1110	Lost & Found	727-3456
Bookstore (Sun Devil Bookstores)	965-2273	Student Union Front Desk	727-1098
Budgeting Questions	965-2954	Mail Services	727-1136
Business Cards, Letterhead, Envelopes	727-1636	Masonry/Concrete Construction & Repair	727-1110
Campus Maps	727-1665	Natural Gas Odors	727-1110
Campus Security Assistance	727-3456	New Employee Orientation (HR)	727-1085
Carpentry	727-1110	Notary Services	NONE
Cashiering Services & University Deposits	727-1081	Occupational Health & Safety	965-1823
Classroom & Event Scheduling- Academic	727-1116	Office of Equity and Inclusion	965-5057
Cleaning	727-1110	ACD 401: Nondiscrimination, Anti-Harassment & Nonretaliation	
Computer Help for Faculty and Staff	Contact your local Deskside Support Team	Title IX Compliance	965-5057
		Training	965-5057
		Painting Services	727-1110
Construction/Remodeling	727-1110	Parking & Transit	727-2775
Dead Animals/Pest Removal	727-1110	Payroll	855-ASU-5081
Design Print Services	727-1636	Pest Control/Pesticide Application	727-1110
Development Office	727-1897	Plumbing Problems	727-1110
Doors (Building Exterior Locked/Unlocked)	727-1110	Police	911 or
Easements & Right-of-Ways	727-1057	Emergency	727-3456
Electrical Problems	727-1110	Non Emergency	965-3456
Elevator Problems	727-1110	Operations Commander	727-3450
Emergency Services	911 or 727-3456	Power Outages	727-1110
		Printer/Copier Purchase	965-COPY
Employee Assistance Program	965-2271	Printer Maintenance & Repair	965-COPY
Employee Tuition Waivers	727-1085	ASU Printing & Imaging Lab	727-1636
Employee Wellness	727-6517	Property Control	727-1990
Employee Wellness- Classes	727-1956	Office of Public Affairs	727-1665
Environmental Health & Safety	965-1823	Radiation Safety	965-6140
Event Calendar & Scheduling- Non-Academic	727-1098	Real Estate	727-7676
Facilities Management	727-1110	Development	965-7616
Financial Systems Training		Acquisitions	965-9080
Advantage Financial System	965-2334	Leasing	965-6700
Financial Data Warehouse	965-2334	Central Receiving	727-5222
Travel Claim Processing	965-3111	Residential Life (Student Housing)	727-1700
Fire Prevention and Safety	965-1823	Restrooms	727-1110
Flooding, Irrigation Leaks	727-1110	Security Cameras	727-1327
Flu Shots	727-1500	Sign Services	727-1110
Food Service	727-1440	Space Planning	727-1057
Fountains (Decorative/Drinking)	727-1110	Stray Animals	727-3456
Graffiti Removal	727-1110	Student Accounts	727-1081
Grounds Maintenance	727-1110	Sun Card	965-2273

[Hazardous Waste Pick-Up](#)
Heating/Cooling
[Housing Assistance Program](#)
Street & Sidewalk Repair
[Student Business Services](#)
Student Union
Surplus Property Pickups
Temperature Control/Air Flow

965-1823
727-1110
727-1700
727-1110
727-1081
727-1098
965-4228
727-1110

Trademark Licensing
[Travel & Reimbursements](#)
University Sustainability Practices
[University Technology Office](#)
[Work Order](#)
Vending Machines Services

727-7848
965-3111
727-4074
965-9334
727-1110
965-7150

SERVICE CONNECTION

WEST CAMPUS

Business and Finance

Area Code is 602 Unless Specified Otherwise

ASU Help Center	855-278-5080	Travel Claim Processing	965-3111
Banking	1-888-643-3477	Food Services	543-3663
MidFirst Banking Center	623-544-4526	Human Resources	
Bookstore (Sun Devil Bookstores)	543-6800	Human Resource Customer Service Center	855-ASU-5081
Thunderbird Shop	602-978-7226	Staffing Services	480-543-8409
Computer Help for Faculty and Staff	Contact your local Deskside Support Team	Benefits	543-8401
		Training	543-8407
		Employee Relations	543-8406
Copier Maintenance/Purchase	480-965-COPY	Mail Services	543-7678
Copy Centers	480-965-COPY	Property Control/Surplus	543-7701
Copy & Digital Printing Services	543-5575	Receiving	543-7867
Employee Assistance Program	965-2271	Recycling Services	
Employee Wellness	727-6517	Stores	543-7867
Event and Meeting Services	543-7740	UCB Management	
Facilities Development & Management	543-3200	Office of Equity and Inclusion	965-5057
Biosafety	965-1823	ACD 401: Nondiscrimination, Anti-Harassment & Nonretaliation	
Building Maintenance/Service Requests	543-3200	Title IX Compliance	965-5057
Central Plant	543-6955	Police	911 or
Central Plant (2)	543-5026	Emergency	543-3456
Custodial	543-3200	Non Emergency	965-3456
Environmental Health & Safety	965-1823	Operations Commander	543-3454
Fire Prevention and Safety	965-1823	Parking Services	543-PARK
Furniture	543-6941	Payroll	855-ASU-5081
Grounds	543-5714	Real Estate	727-7676
Hazardous Waste Pick-Up	965-1823	Development	965-7616
ISAAC (Electronic Access Control & Surveillance)	480-727-1327	Acquisitions	965-9080
Locks (Mechanical or ISAAC)	480-727-1327	Leasing	965-6700
Laboratory Safety	965-1823	Security Cameras ISAAC	480-727-1327
Occupational Health & Safety	965-1823	Student Accounts	543-6708
Radiation Safety	965-6140	Student Computer Help (Technology Studio)	543-8324
Risk Management	965-1914	Sun Card	480-965-2273
Safety Concerns/Evaluations	727-1110	Travel/Reimbursements	480-965-3111
Sign Services	543-5715	University Sustainability Practices	480-727-4074
Planning & Development	543-3208	University Technology Office	480-965-9334
Financial Systems Training			
Advantage Financial System	965-2334		
Financial Data Warehouse	965-2334		