

Associate Vice-President Services

The Services portfolio is tasked with providing administrative shared services (ConnectionPoint), facilities operations and maintenance, and Consumer Services (retail, culinary, housing, protective services), while ensuring customer centricity for faculty, staff and students.

I should contact ConnectionPoint when I need to...

Travel	Understand my benefits and how to submit claims
Be reimbursed for personally incurred expenses	Post a job
Apply for a travel card	Generate a letter of offer
Buy something or establish a contract for goods or services	Obtain an employment verification letter
Pay an invoice	Understand what expenses are eligible on my funds
Apply for a purchasing card (PCARD)	Correct an error in my fund
Pay a service provider, honorarium or elder	Transfer an expense to another fund
Apply for a research grant	Get help but am not sure where to start
Transfer research funds between institutions	Have a question but am unsure who to ask

I should contact Facilities Support Services when I need to...

Report a facility problem (e.g. light burnt out, temperature issue, leaks, spills, furniture)	Install wall fixtures (whiteboard, TV screen, etc.)
Arrange an office move	Dispose of surplus assets and furniture
Renovate an office space (e.g. paint, shelving)	Unlock a classroom
Assemble furniture (desk, shelf, keyboard tray)	Borrow furniture and set up for an event
	Request additional custodial services

I should contact Consumer Services when I need to...

Purchase a meal plan	Inquire about parking
Arrange for catering	Report an incident to protective services
Host an event	Submit textbook adoption

How do I contact you?

ConnectionPoint

- ☐ PAWS.USASK.CA (UNDER “APPS AND SERVICES”)
 - Search ConnectionPoint and add to your favourites
 - Click submit a request/search knowledge base and search or browse a variety of services, electronic forms and knowledge base articles available to you
- ☐ 306-966-2000 | 1-844-697-4865 ☐ ARTS BUILDING, ROOM 258 ☐ UNIVERSITY SERVICES BUILDING

Facilities support services

- ☐ PAWS.USASK.CA (UNDER “APPS AND SERVICES”)
 - Search Facilities Request and add to your favourites
 - Click *Report a Problem* or *Request a Service* to initiate your request.
- ☐ 306-966-4496 ☐ facilities.support@usask.ca ☐ UNIVERSITY SERVICES BUILDING

Consumer Services

- ☐ 306-966-1412 ☐ consumer_services@usask.ca ☐ MARQUIS HALL ☐ ANIMAL SCIENCES BUILDING