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
- Be reimbursed for personally incurred expenses
- Apply for a travel card
- Buy something or establish a contract for goods or services
- Pay an invoice
- Apply for a purchasing card (PCARD)
- Pay a service provider, honorarium or elder
- Apply for a research grant
- Transfer research funds between institutions
- Understand my benefits and how to submit claims
- Post a job
- Generate a letter of offer
- Obtain an employment verification letter
- Understand what expenses are eligible on my funds
- Correct an error in my fund
- Transfer an expense to another fund
- Get help but am not sure where to start
- 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)
- Arrange an office move
- Renovate an office space (e.g. paint, shelving)
- Assemble furniture (desk, shelf, keyboard tray)
- Install wall fixtures (whiteboard, TV screen, etc.)
- Dispose of surplus assets and furniture
- Unlock a classroom
- 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
- Arrange for catering
- Host an event
- Inquire about parking
- Report an incident to protective services
- 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

For more information, visit
https://financeandresources.usask.ca/avp-services/index.php
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