### Accounting Issues
- **Check Requests, Honorariums:** 753-1514
- **Purchase Orders (Procurement):** 753-1671
- **Travel Vouchers & Related Inquiries:** 753-6128

### Building Issues
- **Work Order Desk:** 753-1741
  - Routine repair requests for building maintenance (carpenters, electricians, elevator repair, key control, masons, painters, plumbers, refrigeration)

### Finance & Facilities:
- **753-1768**
  - Remodeling requests/capital improvement forms (requests other than routine repair)

### Heating Plant East Campus:
- **753-1151**
- **753-1791**
  - Cooling/Heating/Ventilation Issues

### Building Services:
- **753-1147**
  - Requests regarding building cleanliness

### Environmental Health & Safety:
- **753-9251**
  - Interior pest control, Ergonomic Assessment
  - Weather & Fire Safety

### Grounds:
- **753-1479**
  - Requests regarding the outside of the facility (snow removal, barricades, irrigation, landscaping, exterior pest control, lawn & plant maintenance)

### Copiers
- **753-1662**

### Document Services
- **753-1692**

### Employee Issues
- **Human Resource Services:** 753-6000
- **Civil Service Testing:** 753-6034
- **Operating Staff Council Inquiries:** 753-6854
  - (Andy Small, President)
- **753-9191**

### Employee Wellness & Assistance:
- **753-9191**

### Notary Public
- **753-6033**
  - Call Rose Miller for name of closest Notary Public

### NIU Weather Information
- **Weather - Information:** 753-1623
- **Weather - Closings:**
  - DeKalb/Sycamore Callers: 752-OPEN
  - 752-6736
  - Outside Sycamore/DeKalb: 888-464-8673

### Campus Mail:
- **753-1183**
  - Postage masters, mass mailings, unusual mailing requests

### Property Control:
- **753-1436**
  - New equipment tagging, tag number came off, annual inventory report

### Central Stores (non-stock office supplies)
- **753-6274**

### Central Stores (in-stock office supplies)
- **753-0406**

### Movers:
- **753-6280**
  - Mover work requests (equipment moving and archive pick-up)

### Furniture Repair:
- **753-6283**
  - Window treatments, carpet, upholstering

### Peoplesoft
- **erptraining@niu.edu** or Cindy Kozumplik: **753-6790**
  - Forms, reports, queries training

### Public Safety Issues
- **EMERGENCY:** 911
- **Non-Emergency:** 753-1212
- **Late Night Ride Service/Student Patrol:** 753-2222
- **Lost and Found:** 753-9628

### Miscellaneous Issues
- **NIU Information:** 753-1000
- **NIU Voice Directory:** 753-4000
- **Campus Parking:** 753-1045
  - Occupied reserved space, lot availability, permit inquiries, meters.

### Holmes Student Center
- **General Inquiries:** 753-1745
- **Accounting/Billing:** 753-1427
- **Meeting Room Reservations:** 753-1743
- **Guest Rooms (Hotel):** 753-1444
- **Huskie Bus Line:** 758-6900
  - Campus bus schedules (www.huskieline.com)

### ITS Help Desk:
- **753-8100**
  - Computer support, Groupwise, cell phones, passwords, office machine repairs.

### Key Control:
- **753-1215**
  - Issues keys, creates keys, recores

### NIU TEL:
- **753-0963**
  - Telecommunications, phone repairs

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Need more help? Contact any member of the APAC or visit our website [www.niu.edu/apac](http://www.niu.edu/apac).
We’re here to support you!!!

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Note: please be aware of your department policies on calling in work orders before using the “Who to Call” list.

February 2013