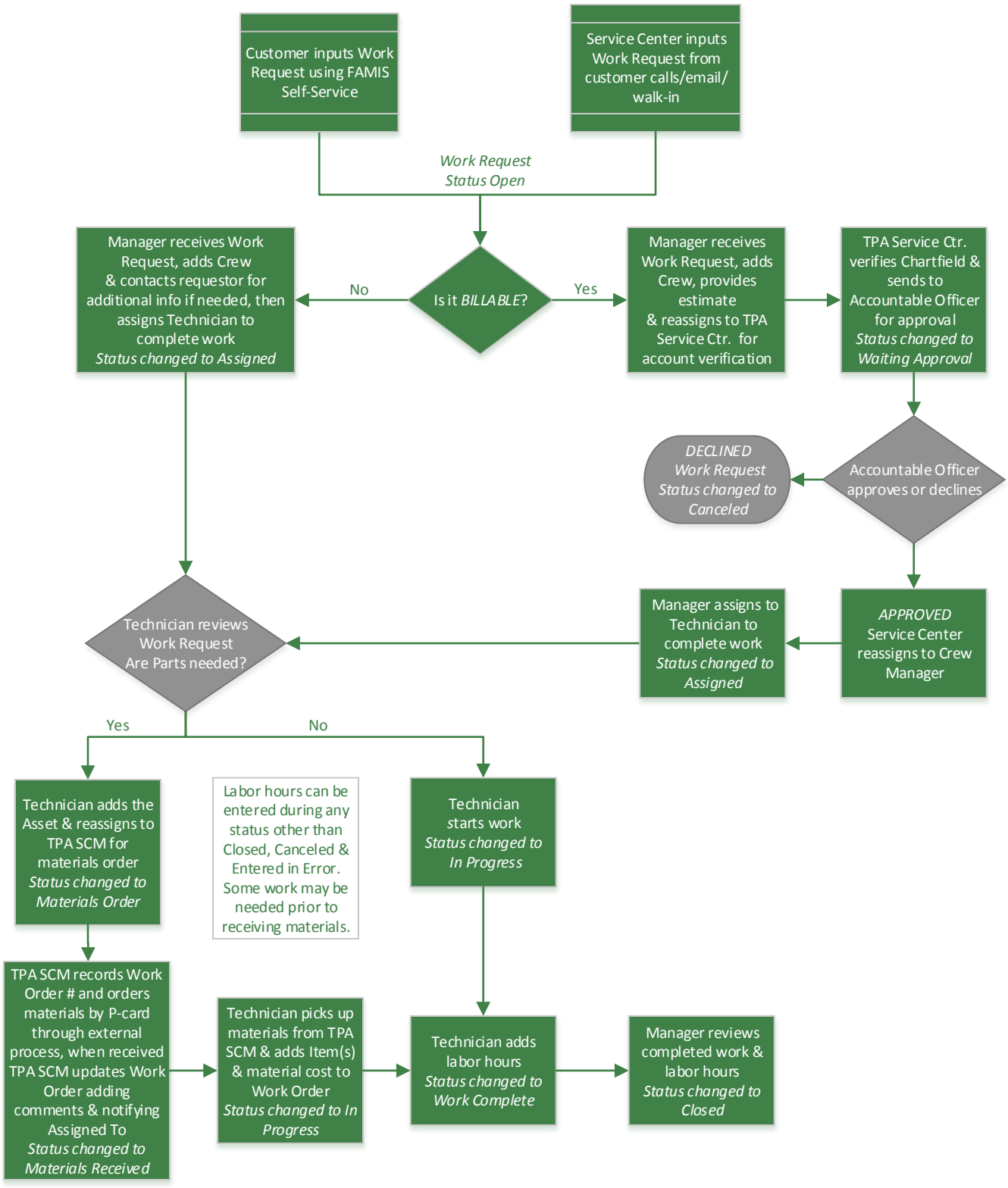
Overview of Work Request Process in FAMIS



Paying requests will be processed as the flowing:

All paying requests will require approval from an accountable officer, and will require logging into FAMIS with a USF Net ID and using the system to approve the funding for the request. This process will not include a wet or digital signature. (These are all USF internal interdepartmental transactions)

The ARCD requests from outside organizations will continue to utilize a manual .pdf form for requesting FM services allowing a wet or digital signature. The Service Center will process and enter into FAMIS, due to requestors may not have user accounts in FAMIS.

Student Organizations and University Affiliated Organizations will continue to utilize a (ARCD form) available on the FM Service Center website, Request Services page. For Student Organizations payment can be made through the USF Cashier's Office.