



Commonly Used Campus Resources

- **AJ's Stationers** (410-360-4900)

AJ's is Towson University's preferred stationary vendor. Order file folders, pens, and a variety of other stationary supplies. Your department will need to establish an account. This is traditionally done through a ProCard holder within your department.

- **Black & Gold Catering**

[Black & Gold Catering](#) is the exclusive caterer for TU. Use the [online catertrax system](#) (you will need to set-up an account) to place a food order for a meeting or event. You may also contact Black & Gold staff directly for menu ideas, questions, and assistance with planning an event within your budget.

- **Events & Conference Services (ECS)**

[Events and Conference Services](#) is the department responsible for assisting with the planning and execution of events and conferences at TU. They have developed an [Event Planning Guide for Faculty, Staff, and Students](#) to assist with the planning and space reservation process. They also have a list of [campus venues](#) and [event facility styles & capacities](#) to guide you.

- **Facilities Management**

[Facilities Management](#) is responsible for the planning, maintenance, and operations at TU. Review their [Services](#) page for information on the types of maintenance services they provide and how to submit work order and project request forms.

- **Financial Services**

The [Financial Services](#) department is comprised of [Accounts Payable](#), [Business Travel & Working Fund](#), [Payroll](#), [Perkins Student Loan Office](#), and [Student Financial Services](#) offices.

- **Forms**

- [General Forms Repository](#)

- Includes forms for the Bursar's Office, Facilities Management, Human Resources, Foundation, etc.

- [Financial Services Forms Directory](#)

- Includes forms such as accounts payable invoice coding block forms, honorarium request applications, business travel forms, PeopleSoft/Financial System forms, Payroll/Student Financial Services forms and links, etc.

- [Provost's Budget Office Forms Directory](#)

- Includes forms for additional compensation of faculty, faculty search & appointment forms, summer/minimester term forms, etc.

- **Office of Public Safety**

The [Office of Public Safety](#) is TU's security and policing center and oversees [University Police \(TUPD\)](#), the [Office of Emergency Preparedness](#), [Environmental Health & Safety](#), and [Access Control](#).

- **Office of Technology Services (OTS)**

OTS provides technology information, training, resources and support to the students, faculty and staff of Towson University. They have developed a host of [Support & Training Documents](#) to assist students, faculty, and staff with their technology needs.

If you experience a technology issue, you may contact the Faculty/Staff Help Center at 4-5151, or by submitting a [TechHelp request](#) online. OTS has also developed [a list of resources for commonly requested topics](#) tailored specifically for faculty and staff. They also have a variety of [Self-Help Learning Resources](#) for things such as using network drives, Office 365, skype, and much more.

- **Housekeeping Services**

ABM is the department that takes care of all housekeeping services across campus. To request their services, contact 4-2610.

- **Policy Repository**

The [Policy Repository](#) contains TU and Board of Regents (BOR) policies of the University System of Maryland. The search engine allows you to search by keyword, policy number, or subject area. For questions about the repository or any specific policy, contact the [Office of the General Counsel](#).

- **Printing Services**

Printing Services encompasses Printing and Duplicating Services, Copies Plus, Central Photocopy, and the Student Pay-For-Print Program. [Visit their website](#) for a description of each of these services. Use their [Digital Storefront](#) (you will need to set-up an account) to order business cards, letterhead, envelopes, and much more.

- **Provost's Budget Office (PBO)**

The Provost's Budget Office provides guidance for faculty/staff as they search for and hire tenured/tenure-track, clinical, and visiting faculty, as well as lecturers, adjunct/part-time faculty and academic staff. They also assist departments with managing college and departmental budgets and expenditures. Additionally, they are the division's point of contact for submitting performance evaluations.

Review information about using the [Faculty Automated Contract System](#) (FACS), [Additional Compensation Faculty eForm](#), as well as a variety of [How to Documents](#), [Forms](#), and [Guidelines](#).

- **Registrar's Office**

The [Registrar's Office](#) serves undergraduate and graduate students, faculty members, administrators, alumni, and the general public in the areas of registration, grades, records and transcripts, reenrollment, inter-institutional registration and national exchange programs, veteran's benefits, and graduation.

Review the [Helpful Guides for Faculty, Staff, & Student](#) to learn about navigating PeopleSoft.

- **Towson University**

Use the following resources to learn more about TU:

- [About TU/Overview](#)
- [TU at a Glance](#)
- [Mission and Strategic Plan](#)
- [TU Administration](#)
- [Commitment to Diversity](#)

- **University Marketing and Communications**

[University Marketing and Communications](#) offers communication services and works with internal colleges and divisions to build and strengthen TU's identity. The division is comprised of Communications and Media Relations, Creative Services, Digital Strategy, Enrollment Marketing, Integrated Marketing, and WTMD-FM.

Learn about the [services they provide](#) and how to [request their services](#).

- **University Store**

The [University Store](#) is the campus resource for textbooks, course materials, as well as retail merchandise. They can assist faculty/staff with [Course Materials Adoptions](#), the [Copyright Resource Center](#), and [much more](#).