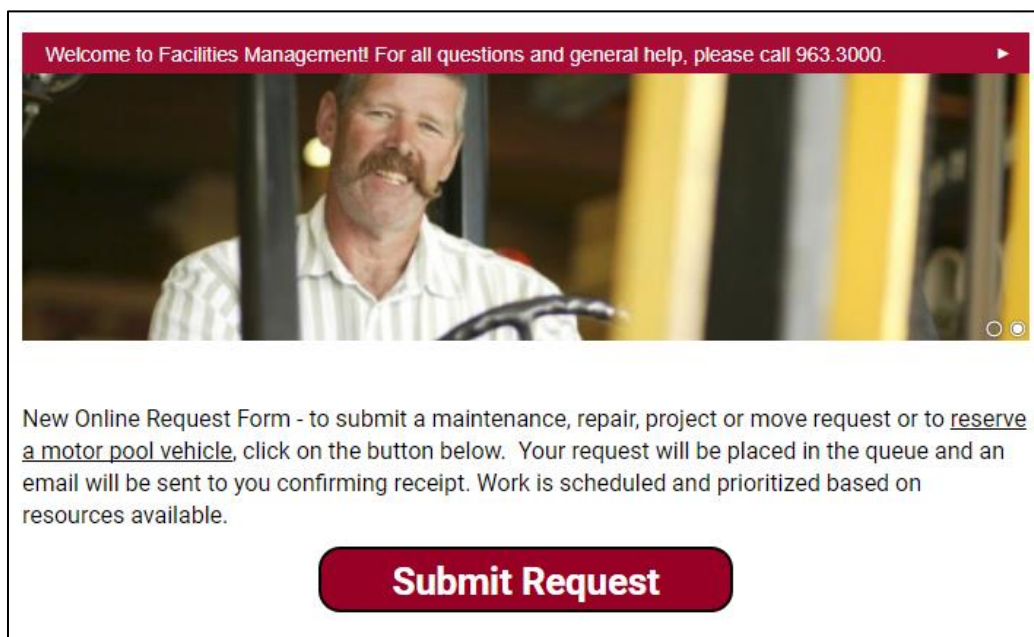


Beginning November 1, hard copy Transaction Detail Reports will no longer be distributed in the CWU office mail for Work Order or Motor Pool Charges. Reports will be accessible on demand through the 'Submit Request' option on the CWU Facilities web page. If you have any questions, please contact Tracy Jackson (x1668), Kelly Clerf (x1013) or Ying Wang (x2045) in the Facilities Management Department. Instructions for accessing the reports are as follows:

Instructions for Work Order or Motor Pool Rental Charge Reports

1. Go to <http://www.cwu.edu/facility/> and click on 'Submit Request' button.



Welcome to Facilities Management! For all questions and general help, please call 963.3000.

New Online Request Form - to submit a maintenance, repair, project or move request or to reserve a motor pool vehicle, click on the button below. Your request will be placed in the queue and an email will be sent to you confirming receipt. Work is scheduled and prioritized based on resources available.

Submit Request

2. Log-in using your CWU username and password as instructed.




Facilities Requests


Use your CWU user name and password(same as mycwu login)


User Name


Password

3. Select the "Transaction Report" button from the category request screen:

REPAIR & ROUTINE MAINTENANCE

Find anything not functioning like it used to be? For example, water outages, toilets overflowing, electrical outages, room too cold or too hot, broken glass and/or doors, dripping faucets or showers, etc. [READ MORE](#)
Make a maintenance and repair request.

SERVICE REQUEST, PROJECTS & SPACE CHANGE

Want to make changes to existing facilities and their functions? [\(PROCESS DIAGRAM\) new](#)
• SERVICE REQUEST: Service requests are fee based. e.g. hanging pictures/banners, moving furnitures, painting, set-up for event, etc.
• PROJECT REQUEST: For projects that involve renovation or construction, which may require architectural or engineering services and a building permit.
• SPACE CHANGE: Remodeling, changing of room usage, relocating, etc. [READ MORE](#)

MOTOR POOL

Need a vehicle for a field trip, touring campus, or attending a meeting out of town?
Motor pool provides safe and reliable rental vehicles to CWU staff, faculty, and students at competitive rates. [READ MORE](#)
Click the left picture to go the Motor Pool request form. In the middle of form, you can view the vehicle type and rate, and check the availability.

Transaction Report

Want to know the cost of your work orders or vehicle rentals?
Click the left picture to generate transaction reports by Speedkey and FMS journal date.


4. From the Cost Report for Work Order or Motor Pool Rental screen, beginning entering the 10-digit speedkey with operating unit and select your speedkey from the auto-complete list. Enter dates in both the FMS Journal Start Date and the FMS Journal End Date fields (these dates can be a range or the same date if you are just looking for information for one date). Click on Generate Report. Note: The dates you use to generate these reports will be the posting date (second to last column on FMS report) and not the date you generated your FMS report.

Report

Speed Key(Type the number slowly,then click from the auto-complete list)*

FMS Journal Start Date*

FMS Journal End Date*

 **Generate Report**