

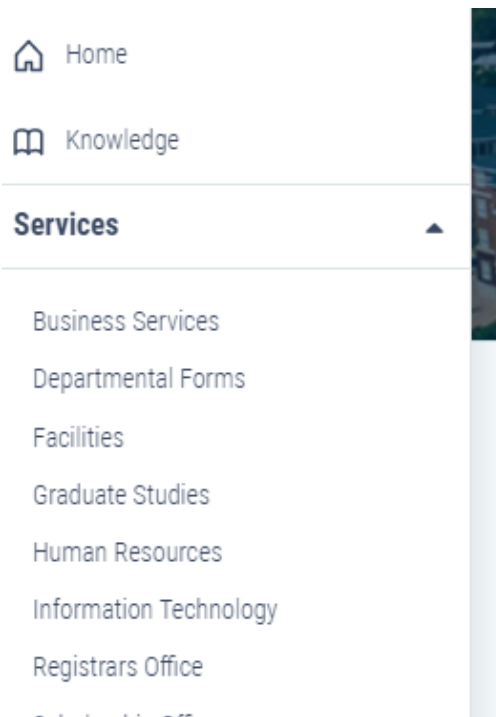
SUMMITTING A MISCELLANEOUS REQUEST

Miscellaneous Requests:

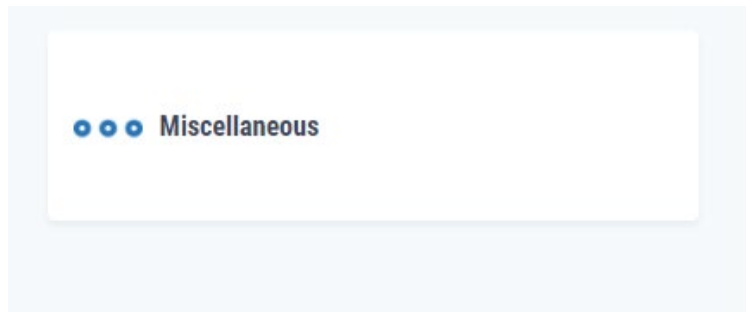
- Use this form if you have a request or question that there is not a specific form for, such as checking an index balance, encumbrance, or status of a scholarship.
- Also, this form is used when you're not sure who to direct your question or request to.
- This form often allows for a more timely response from Business Services when individual emails are back-logged, or people are out of town.

Instructions:

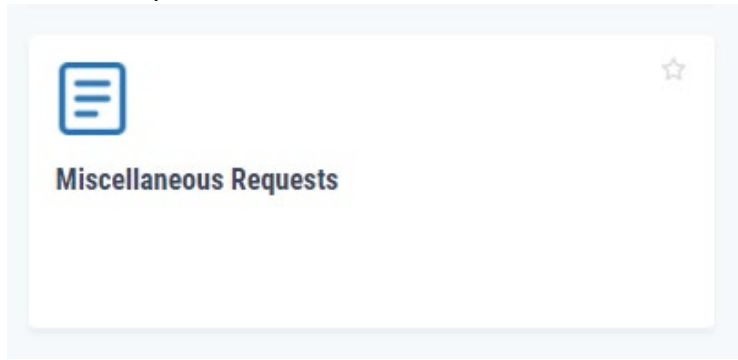
1. Log into ServiceNow: <https://usu.service-now.com/aggies>
2. From the home page, you can search for "Miscellaneous Request" in the search bar at the top, or from the options at the left you can navigate by clicking through the following:
 - Business Services:



- Miscellaneous:



- Miscellaneous Requests:



3. Fill out the form according to the information you are seeking.
 - "Billing Information" is optional and will not need to be used in every situation.
 - Ask your question, or explain your situation in the "Additional Comments" box
4. Upload and attach documentation as needed by dragging and dropping, or selecting the "Add Attachments" button at the bottom of the form.

Billing Information

Index Number

Amount

Account Code

Attachments



Drop files here

or

[Add attachments](#)

5. Click "Submit Now" to send it to the Business Service's queue for processing.